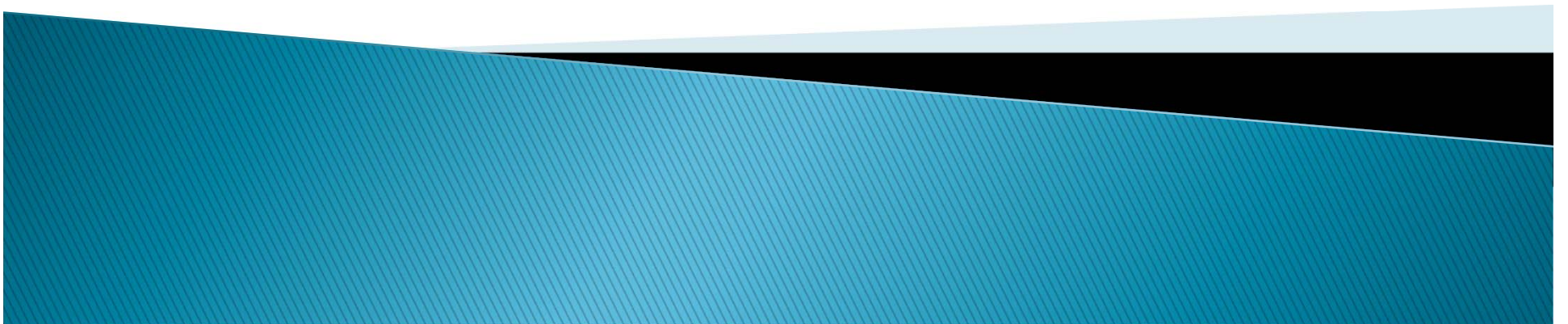


Creating Your Class Schedule in Banner

May 16, 2017



Learning Objectives for Department Schedulers

- ▶ You will learn how to open sections by adding required data –
 - Subject
 - Course Number
 - Section Number
 - Campus
 - Status
 - Schedule Type
 - Instructional Method
 - Integration Partner
 - Session
 - Part of Term/Term dates



Learning Objectives for Department Schedulers

- ▶ You will learn how to enter other basic information like
 - Enrollment maximums
 - Reserved seats – optional
 - Meeting times
 - Instructors
 - Locations through R25

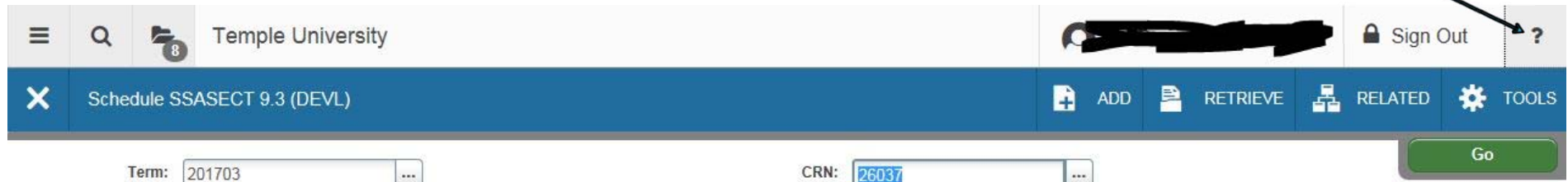


Learning Objectives for Department Schedulers

- ▶ Completing other scheduling forms
 - Section comments (SSATEXT)
 - Syllabus data (SSASYLB)
 - Section Long Title
 - Learning Objectives
 - Required Materials
 - Technical Requirements
 - Registration restrictions (SSARRES)
 - Cross listing codes (SSAXLST)
 - Blocks (SSABLCK)



Navigation Hints



Temple University

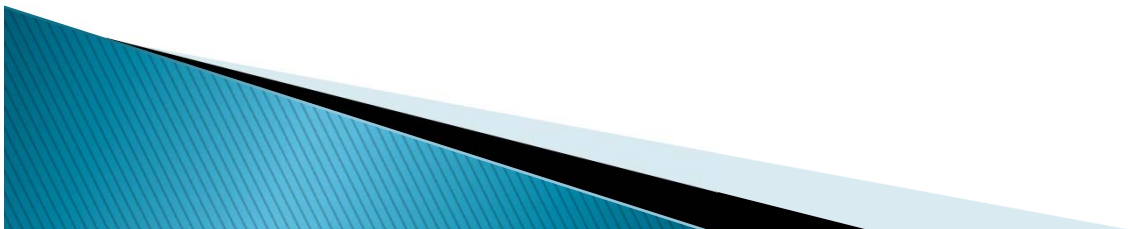
Schedule SSASECT 9.3 (DEVL)

ADD RETRIEVE RELATED TOOLS




Term: 201703 CRN: 26037

Go

- ▶ Place cursor on an icon to view the function.
- ▶ Click on “?” for the form’s Online Help.



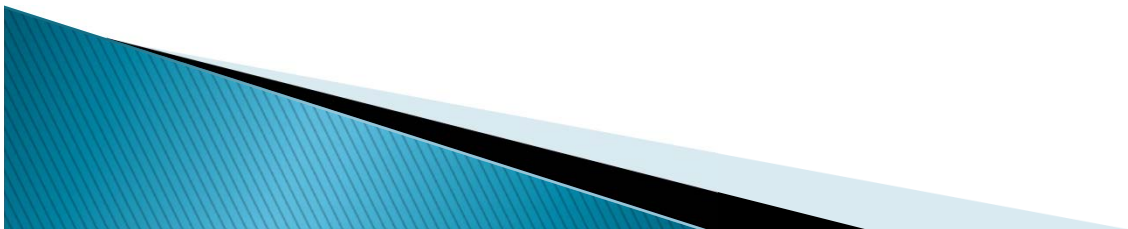
More Navigation Hints

- “Next Section”
 - Icon (bottom left) – 
 - Keystroke – ALT + Page Down
- “Save”
 - Icon (bottom right) – 
 - Keystroke – F10
- “Rollback”
 - Icon (top right) – 
 - Keystroke – F5



More Navigation Hints

- “Insert Record”
 - Icon –  Insert
 - Keystroke – F6
- “Delete Record”
 - Icon –  Delete
 - Keystroke – Shift+F6



Schedule Form – SSASECT

Schedule SSASECT 9.3 (DEVL) ADD RETRIEVE RELATED TOOLS

Term: 201636 CRN: 3676 Subject: MATH Course: 0701 Title: Elementary Algebra **Start Over**

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION + Insert - Delete Copy Filter

Subject	MATH ... MATHEMATICS	Campus *	MN ... Main	Grade Mode	...
Course Number	0701 ...	Status *	A ... Active	Session	D ... Day
Section *	001 ...	Schedule Type	BAS ... Base Lecture	Special Approval	...
Cross List	...	Instructional Method	CLAS ... Classroom	Duration	...
		Integration Partner	BB ... Blackboard	<input type="checkbox"/> Override Duration	

CLASS TYPE + Insert - Delete Copy Filter

Traditional Class

Part of Term	1 ...	08/29/2016	12/21/2016	16
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Open Learning Class

	First	Last	
Registration Dates			Processing Rules
Start Dates			
Maximum Extensions	0		

CREDIT HOURS + Insert - Delete Copy Filter

Credit Hours

SAVE

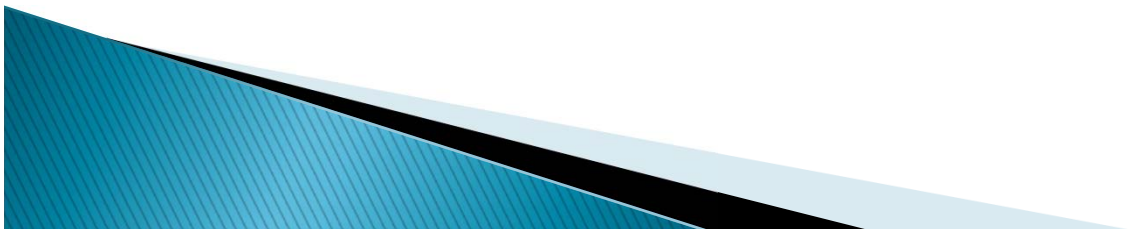
Creating a Section on SSASECT

- ▶ Open a section from ROLL status
- ▶ ADD a new section



Enter Required Fields

- Subject
- Course Number
- Section Number
- Campus
- Status
- Schedule Type
- Instructional Method
- Integration Partner
- Session
- Part of Term/Term dates




Enter Additional Data

The following fields are needed to complete the scheduling task.

- ▶ **Session** (Check accuracy after Meeting Time has been entered.)
- ▶ **Maximum seats**
 - Reserved seats are an option
- ▶ **Days & Times**
- ▶ **Instructors**
- ▶ **Locations through R25**

Note: Instructors cannot be entered until Days & Times, including ARR, have been established.



Faculty Assignment – SIAASGN

ID: [REDACTED] Term: 201703

Start Over

FACULTY ASSIGNMENT

Insert Delete Copy Filter

CRN *	<input type="text"/>	<input type="checkbox"/> Override Conflicts	Generated Credits	<input type="text"/>
Session *	<input type="text"/>	Workload	FTE	<input type="text"/>
Subject	<input type="text"/> ...	Override Workload	Contract Type	<input type="text"/> ...
Course	<input type="text"/> ...	Calculated Workload	<input type="checkbox"/> Compensation Applied	
Section	<input type="text"/>	Assignment Type	Position Number	<input type="text"/> ...
Session Credit	<input type="text"/>	Percent *	Position Number	<input type="text"/>
Institutional Credit	<input type="text"/>	Responsibility	Suffix	<input type="text"/>
Percentage of * Session	<input type="text"/> 100	Weekly Contact	Additional Instructors	<input type="text"/>
<input type="checkbox"/> Primary Instructor		Total Contact		
		<input type="checkbox"/> Compensation Extracted		

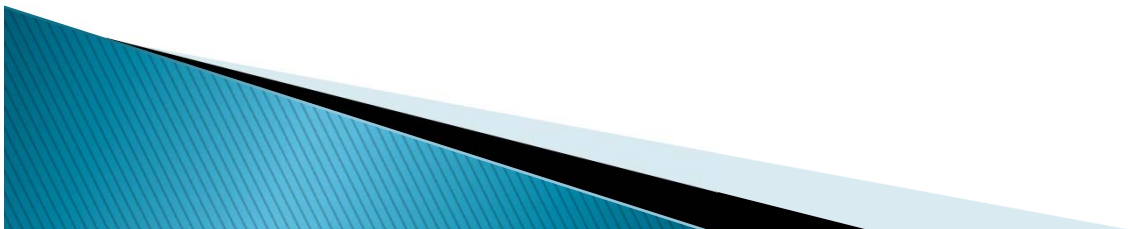
1 of 1 Per Page Record 1 of 1



Faculty Assignment

- ▶ Enter the section assignments in the CRN field as needed in the areas below the Instructor's ID and Name.

This is a convenient form to use when the instructors have not been identified at the time sections are being created.



Section Comments – SSATEXT

Section Comment SSATEXT 9.3 (DEVL)

ADD RETRIEVE RELATED TOOLS

Term: 201703 CRN: 26037 Subject: ENG Course: 0701 Title: Intro to Acad Discourse [Start Over](#)

SECTION TEXT Insert Delete Copy Filter


Section Text *

1 of 1 | 10 Per Page Record 1 of 1

SECTION LONG TEXT Insert Delete Copy Filter

Section Long Text

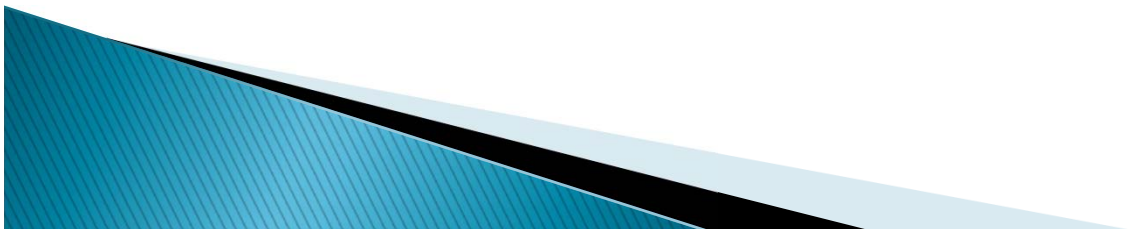
Use this box for comment!



Enter Section Comments

- ▶ Enter comments in the Section Long Text box ONLY.
- ▶ These comments appear in the SSB Class Schedule.

Note: Comments that apply to all sections of a course must be entered on each section's SSATEXT form. *There are no Course level comments in Banner.*



Section Syllabus – SSASYLB

X Section Syllabus SSASYLB 9.3 (DEVL) ADD RETRIEVE RELATED TOOLS

Term: 201703 CRN: 26037 Subject: ENG Course: 0701 Course Title: Intro to Acad Discourse Start Over

Long Title and Learning Objectives **Required Materials and Technical Requirements**

SECTION LONG TITLE Insert Delete Copy Filter

Copy

Section Long Title ↕ 📄


URL

LEARNING OBJECTIVES Insert Delete Copy Filter

Copy

Schedule Type First Year Writing Instructional Method Classroom

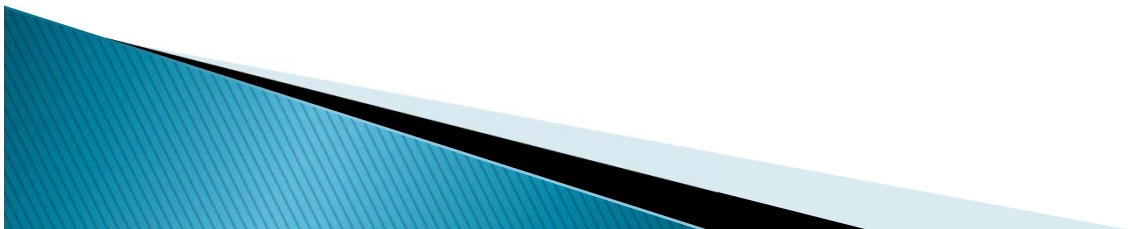
Learning Objectives 📄



Enter Section Long Title & Syllabus Information

- ▶ Section Long Title, Learning Objectives, Required Materials, Technical Requirements
 - Can be copied from Course Syllabus form – SCASYLB
 - Can be entered directly at the section level
 - Appear in SSB Class Schedule

Long Title entered on SSASYLB appears on transcript when grades roll.



Schedule Cross-List – SSAXLST

✕ Schedule Cross List Definition SSAXLST 9.3 (DEVL)
 + ADD
 📄 RETRIEVE
 🔗 RELATED
 ⚙️ TOOLS

Term: 201703 Cross List Group Identifier: AA Start Over

▼ CROSS LIST ENROLLMENT
 + Insert
 − Delete
 📄 Copy
 🔍 Filter

Maximum Enrollment:
 Actual Enrollment:
 Seats Available:

▼ CROSS LIST SECTION
 + Insert
 − Delete
 📄 Copy
 🔍 Filter

CRN	Block	Subject *	Course Number *	Section *	Part of Term	Campus *	Credit Hours Low	Credit Hours Indicator	Credit Hours High	Reserved Indicator	Enrollment Maximum	Enroll
29595		GSWS	2000	001	1	MN	3.000				20	
6671		LGBT	2400	001	1	MN	3.000				10	

⏪ ⏩ 1 of 1 ⏪ ⏩ | Per Page Record 1 of 2



Establishing Cross-List Codes

- ▶ The University Scheduling office will assign cross-list codes to each school & college.
- ▶ Term codes and enrollment maximums must be defined here.
 - CRNs can be added to the established codes on this form or directly on each cross-listed section's SSASECT form.



Schedule Restrictions – SSARRES

X Schedule Restrictions SSARRES 9.3 (DEVL) ADD RETRIEVE RELATED TOOLS

Term: 201703 CRN: 2559 Subject: MATH Course: 0701 Title: Elementary Algebra Start Over

Department and Field of Study | Class and Level | Degree and Program | Campus and College | Student Attribute and Cohort

DEPARTMENT RESTRICTIONS Insert Delete Copy Filter

Include/Exclude (I/E) * Include Exclude

Department	Description

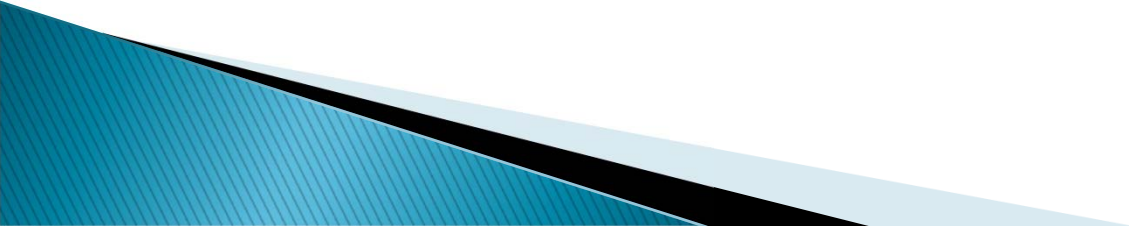

1 of 1 | 10 Per Page | Record 1 of 1

FIELD OF STUDY RESTRICTIONS Insert Delete Copy Filter

Include/Exclude (I/E) * Include Exclude All Field of Study Types Type

Code	Description


1 of 1 | 10 Per Page | Record 1 of 1



Include/Exclude Parameters for Registration Restrictions

- ▶ Department (FOAPAL number)
 - ▶ Field of Study
 - All types, or
 - Select Concentration, Major or Minor)

 - ▶ Class
 - ▶ Level

 - ▶ Degree
 - ▶ Program (College/Major/Degree)
- 

Include/Exclude Parameters for Registration Restrictions

- ▶ **Campus** (linked to student's program)
- ▶ **College**

- ▶ **Student Attribute** (Special Designation)
- ▶ **Cohort**



Block Schedule – SSABLCK

Block Schedule Control SSABLCK 9.3 (DEVL)

ADD RETRIEVE RELATED TOOLS

Term: 201703 Block: DN1 Dentistry First Year Start Over

BLOCK SCHEDULE CONTROL

CRN	Multiple Block	Subject *	Course Number	Section	Status	Part of Term	Credit Hours	Billing Hours	Grade Mode	Special Approval	Campus Code
2206	...	DENT	D203	001	O	DPA	2.000	2.000			HSC
22447		DENT	D139	0	O	DPA	1.000	1.000	S		HSC
3263		DENT	D202	001	O	DPA	6.000	6.000			HSC
3264		DENT	D263	001	O	DPA	4.000	4.000			HSC
3265		DENT	D273	001	O	DPA	1.000	1.000			HSC
407		DENT	D262	001	O	DPA	4.000	4.000			HSC

10 Per Page Record 1 of 6

Credit Billing

Total Hours

Option List

[List of Block Codes](#)

[Block Schedule Query \(SSABLKQ\)](#)

Cancel

Finding Active Blocks in a Term

Block Schedule Query SSABLKQ 9.3 (DEVL)

ADD RETRIEVE RELATED TOOLS

Term: 201703 CRN: Start Over

BLOCK CODE VALIDATION Insert Delete Copy Filter

Block Code	Description
DN1	Dentistry First Year
DN10	Dentistry Post Bac
DN2	Dentistry Second Year
DN3	Dentistry Third Year
DN4	Dentistry Fourth Year
DN5	Dental Adv Standing 2nd Year
DN7	Dental Adv Standing 3rd Year
DN8	Dental Adv Standing 4th Year
LAW21	LF1 21
LAW22	LF1 22
LAW23	LF1 23
ME1	Medicine First Year
ME2	Medicine Second Year
ME4	Medicine Fourth Year
PB3	Denistry Post Bach Term 3
PH1	Pharmacy First Year
PH2	Pharmacy Second Year
PH2015	Pharmacy Class of 2015
PH2016	Pharmacy Class of 2016
PH2017	Pharmacy Class of 2017

1 of 2 | 20 Per Page Record 1 of 26

CANCEL SELECT

Block Schedule

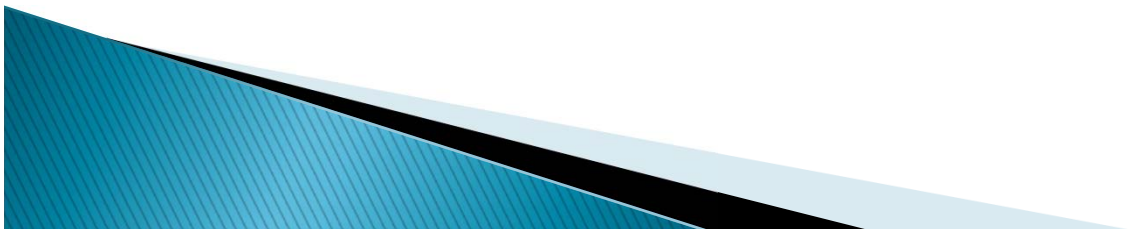
- ▶ **SSABLCK**
 - View blocks in a term by Block code
 - Add CRNs to a Block code established in STVBLCK by the University Scheduler

- ▶ **SSABLKQ (query only)**
 - View assigned block codes in a term, OR
 - View block codes for a specific CRN



Other Query forms

- ▶ **SSASECQ – Schedule Section Query**
 - displays all sections currently in the term
 - data can be entered to narrow the search
- ▶ **SSIRESV – Reserved Seat Inquiry**
 - displays reserved seats rules for a term and CRN combination
- ▶ **SSAMATX – Building/Room Schedule**
 - displays information about buildings and rooms scheduled for events, functions, and courses
- ▶ **SIAASGQ – Faculty Schedule Query**
 - displays a faculty member's instructional schedule.



More Query forms

- ▶ **SSAXLSQ – Schedule Cross List Query**
 - displays all of the sections associated with the cross list group identifier on the system
 - Use Count Query Hits from Cross List field to access SSAXMTI
- ▶ **SSAXMTI – Cross List Meeting Time/Instructor Query**
 - displays the meeting time and instructor information associated with a cross-listed group of courses
- ▶ **SSABSCQ – Block Schedule Section Query**
 - displays all sections created for a block schedule code for a term
 - sections are assigned to block schedule codes via SSABLCK



References

- ▶ Banner Student User Guide 9
- ▶ Temple University Class Schedule Training Workbook
- ▶ Job Aids
 - Navigation Guide
 - STVMEET table of “on matrix” days and times
 - Instructions for Matrix Exception Workflow
 - Creating your Class Schedule – “How to” Guide

