*How to Build a Course

Using SSASECT in INB

Step 1

* Type SSASECT in your INB "Go To" box

* <u>Entering the Course Section Information:</u>

1. Type in the appropriate term in the term box
   * 201210-Spring 2012
   * 201250-Summer 2012
   * 201280-Fall 2012

2. To add a new course, type "ADD" in the CRN box

3. Click the "next block" button on the toolbar or CTRL+Page Down to get down to the "Subject" box.

Entering Course Info:

1. **Subject (4 characters) - ENGL**
2. **Course number – 1010**
3. **Title - should automatically populate after course number is entered**
4. **Section number - 001**
5. **Campus - 23M**
6. **Status A - Active**
7. **Schedule type - Lec,Lab, L/L (automatically populates)**
8. **Instructional Method – CON, etc. (use drop down menu)**
9. **Integration Partner - D2L (manually entered; always D2L)**
9. **Part of Term 1 – Full Term**
   Be sure to hit TAB
10. **Hit Save button (top left or F10)**
11. **Credit Hours - Course will already be assigned a credit hour, either variable or set.**

* Note: All other boxes on the "Course Section Information" screen will be left blank.

* Note: If a course is a web-based (online) course, WEB must be entered in the instructional method box.

* Note: CRN will populate in the "CRN" box once this information is entered and saved.

* A list of active campus codes can be found here http://www.etsu.edu/reg/documents/PDF/ETSU_Office-Site_Codes_Sort_by_Site.pdf

* A link to the section number document can be found here: http://www.etsu.edu/reg/documents/PDF/Section_Numbers.pdf (please reference this document when building courses...section numbers need to correspond with the course type and instructional method)

* Summer section number rubric found here: http://www.etsu.edu/reg/documents/PDF/session_codes_2012.pdf (For summer courses, the part of term box will have A-F instead of 1)

* Variable Credit

* Once a course is built, it can either be a set credit hour course or a variable credit hour course.

* Courses that are variable credit courses will look like this:

When the "To" option is checked, that indicates a variable credit hour course.

* Variable credit hour courses MUST be assigned a specific credit hour. Place the correct credit hour for the course in the blank boxes below the "credit hour" box and the "billing hour" box.

* Once the Credit and Billing Hours have been entered, hit "save"

Entering Section Enrollment:

* Next, click on the "Section Enrollment Information" tab
* The only box to be filled in will be the max enrollment box

* Entering the Meeting Times and Instructor:

1. Next, click on the "Meeting Times and Instructor" tab

2. Hit the "tab" button twice and the meeting start and end dates will automatically populate.

3. At this point, enter the days and times (must be in military time)

4. Hit "save"

* **Entering Building and Room**

1. Click on the "Meeting Location and Credits" tab

2. Enter the building code and room in the respective boxes

3. After entering this information, click "save"

* If no days and times are required for the course, hit the tab button twice and then "save", the cursor will flash in the "hours per week" box. Enter the credit hour for the course in the "hours per week" box. Hit "save."

* **Entering the Instructor's ID:**

1. Hit the "next block" key or CTRL+Page Down
2. In the ID box, enter the instructor's E#
3. If E# is not known, use the drop down menu to find instructor by first and last name.
4. Hit "save"