




*How to Build a Course

Using SSASECT in INB

* Step 1

* Type SSASECT in your INB “Go To” box

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The browser window title is "Oracle Developer Forms Runtime - Web". The address bar shows the URL "General Menu: GUAGMNU 8.3.0.5 (PROD) - Monday, February 6, 2012 - Last login Friday, February 3, 2012 07:45:39 AM". The main content area is divided into several sections:

- Go To...** (SSASECT) [Welcome, Jessica Barrett.]
- Products:** [Menu | Site Map | Help Center]
- My Banner**
 - Banner
 - Student [*STUDENT]
 - Advancement [*ALUMNI]
 - Finance System Menu [*FINANCE]
 - Human Resources [*HRS]
 - Financial Aid [*RESOURCE]
 - General [*GENERAL]
 - Banner Security [*SECURITY]
- My Links**
 - Change Banner Password
 - Check Banner Messages
 - Personal Link 1
 - Personal Link 2
 - Personal Link 3
 - Personal Link 4
 - Personal Link 5
 - Personal Link 6
- My Institution**
 - SUNGARD HIGHER EDUCATION
 - 
- Banner Broadcast Messages**

At the bottom of the window, there is a status bar with the text "Enter the object name; Press LIST for listing." and "Record: 1/1 ... <OSC>".

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:

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.0.4 (PROD)

Term: 201210 CRN: 13745 Create CRN: Copy CRN: Subject: STOR Course: 5960 Title: Thesis

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

Subject: STOR Storytelling
Course Number: 5960 Title: Thesis
Section: 003
Cross List:
Campus: 23M ETSU, Main
Status: A Active
Schedule Type: IND Independent Study
Instructional Method: THS Thesis
Integration Partner: 02L Desire2Learn
Grade Mode:
Session:
Special Approval: CP Department
Duration:
Part of Term: 1 12-JAN-2012 05-MAY-2012 15
Registration Dates:
Start Dates:
Maximum Extensions: 0
Prerequisite Check Method: Basic or None CAPP DegreeWorks

CEU Indicator:
Credit Hours: 3.000 None * To Or 6.000
Billing Hours: 3.000 None * To Or 6.000
Contact Hours: 3.000 None * To Or 6.000
Lecture: 3.000 None To Or
Lab: None To Or
Other: 3.000 None * To Or 6.000
Link Identifier:
Attendance Method:
Weekly Contact Hours:
Daily Contact Hours:
Print Voice Response and Self-Service Available
Gradable Tuition and Fee Waiver
Long Title Comments Syllabus

Section credit hours or CEUs
Record: 1/1 <OSC>

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”

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.0.4 (PROD)

Term: 201210 CRN: 13745 Create CRN: Copy CRN: Subject: STOR Course: 5960 Title: Thesis

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

Subject: STOR Storytelling
 Course Number: 5960 Title: Thesis
 Section: 003
 Cross List:
 Campus: 23M ETSU, Main
 Status: A Active
 Schedule Type: IND Independent Study
 Instructional Method: THS Thesis
 Integration Partner: O2L Desire2Learn
 Grade Mode:
 Session:
 Special Approval: CP Department
 Duration:
 Part of Term: 1 12-JAN-2012 05-MAY-2012 15
 Registration Dates:
 Start Dates:
 Maximum Extensions: 0
 Prerequisite Check Method: Basic or None CAPP DegreeWorks

CEU Indicator:
 Credit Hours: 3.000 None * To Or 6.000
 Billing Hours: 3.000 None * To Or 6.000
 Contact Hours: 3.000 None * To Or 6.000
 Lecture:
 Lab:
 Other: 3.000 None * To Or 6.000
 Link Identifier:
 Attendance Method:
 Weekly Contact Hours:
 Daily Contact Hours:
 Print Voice Response and Self-Service Available
 Gradable Tuition and Fee Waiver
 Long Title Comments Syllabus

Section credit hours or CEUs.
 Record: 1/1 <OSC>

* Step 4

* Entering Section Enrollment:

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

The screenshot displays the Oracle Developer Forms Runtime interface for the SSASECT form. The window title is "Oracle Developer Forms Runtime - Web: Open > SSASECT". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing. The main form area is titled "Schedule: SSASECT 8.5.0.4 (PROD)".

At the top of the form, there are fields for Term (201210), CRN (15006), Create CRN (icon), Copy CRN (icon), Subject (PSYC), Course (1310), and Title (Intro To Psych). Below these are four tabs: Course Section Information, Section Enrollment Information (selected), Meeting Times and Instructor, and Section Preferences.

The Section Enrollment Information tab is active, showing the Enrollment Details section. This section includes the following fields:

- Maximum: 0
- Actual: 0
- Remaining: 0
- Waitlist Maximum: 0
- Waitlist Actual: 0
- Waitlist Remaining: 0
- Projected: 0
- Prior: 0
- Reserved: 0
- Generated Credit Hours: .000

Below the Enrollment Details section are two census boxes:

- Census One**
 - Enrollment Count: 0
 - Freeze Date: 25-JAN-2012
- Census Two**
 - Enrollment Count: 0
 - Freeze Date:

At the bottom of the window, a status bar displays the text: "Maximum enrollment for section; press Count Query Hits to enter reserved seats." and "Record: 1/1".

* 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”

The screenshot shows the Oracle Developer Forms Runtime interface for the 'SSASECT' form. The 'Meeting Times and Instructor' tab is active. The form contains two main sections: 'Meeting Times' and 'Instructor'.

Meeting Times Section:

Meeting Times: 201201 CRN: 15006 Create CRN: Copy CRN: Subject: PSYC Course: 1310 Title: Intro To Psych

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

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
CLAS		12-JAN-2012	05-MAY-2012	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0815	0910	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor Section:

Instructor Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

FRM-40400: Transaction complete: 2 records applied and saved.
Record: 1/1 | List of Valu... | <OSC>

* Step 6

* 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”

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.0.4 (PROD)

Term: 201210 CRN: 15006 Create CRN: Copy CRN: Subject: PSYC Course: 1310 Title: Intro To Psych

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

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	LEC	3.0	<input type="checkbox"/>	3.000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructor

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

FRM-40202: Field must be entered.
Record: 1/1 <OSC>

- * 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.”

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.0.4 (PROD)

Term: 201210 CRN: 15006 Create CRN Copy CRN Subject: PSYC Course: 1310 Title: Intro To Psych

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

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Automatic Scheduler	Building	Room	Schedule Type	Hours per Week	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEC	3.0	<input type="checkbox"/>	3.000	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Instructor

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	
				<input type="checkbox"/>	<input type="checkbox"/>	

FRM-40202: Field must be entered.

Record: 1/1 <OSC>

* Step 7

* 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”

Oracle Developer Forms Runtime - Web: Open > SSASECT

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.5.0.4 (PROD)

Term: 201210 CRN: 15006 Create CRN: Copy CRN: Subject: PSYC Course: 1310 Title: Intro To Psych

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

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
CLAS	12-JAN-2012	05-MAY-2012											01

Instructor

Session Indicator	ID	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	E00007866 Dixon, Wallace E.	3.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

FRM-40400: Transaction complete: 1 records applied and saved.

Record: 1/1 <OSC>