How to Build a Course

Using SSASECT in INB
* Type SSASECT in your INB “Go To” box
* Entering the Course Section Information:

1. Type in the appropriate term in the term box
   - For Spring: Type the year and then 10 (example: 201610)
   - For Summer: Type the year and then 50 (example: 201650)
   - For Fall: Type the year and then 80 (201680)

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** - See section number rubrics (Spring & Fall) (Summer)
5. **Campus** - 23M or Appropriate Campus Code
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)
10. **Part of Term** - See Part of Term rubric
*Be sure to hit TAB*
11. **Hit Save button (top left or F10)**
12. **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.
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”
* The blank boxes below credit and billing must BOTH BE ENTERED if the course is variable. If one is left blank, it will automatically default to the lowest credit (which could heavily impact a student’s fees/financial aid).
* 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. DO NOT alter these dates!
3. At this point, enter the days and times (must be in military time)
4. Hit “save”
* If no days and times are entered for the course, hit “save,” and 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 Building and Room**

1. Click on the “Meeting Location and Credits” tab
2. Enter the building code and room in the respective boxes
   1. Online Courses will have a Building Code of “COURSE” and Room of “ONLINE”
   2. Winter Courses will have a Building Code of “WINTER” and Room of “SESSION”
3. After entering this information, click “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”
Frequently Encountered Problems

* Error, Person not an instructor
  * Not everything has been approved and finalized on HR’s end. We cannot override this error message.

* Credit Hour needed not listed
  * If a course is a variable credit, it was approved through CPS with certain hours; those hours are all that can be picked.
  * If a course is a set credit hour, that is how it was approved through CPS and can only be built with that credit hour.

* Room Conflict or Room Needed

* “Blank Meeting times” for courses that are online

* Grade Mode (DO NOT ENTER ON 1st TAB)

* Military Time

* Part of Term (no POT 1 in Summer!)

* Section Number/Campus Code/Instructional Method Matching
### *Spring 2017 Course Building Timeline*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 1, 2016</td>
<td>Begin keying Spring Schedule</td>
</tr>
<tr>
<td>Monday, September 12, 2016</td>
<td>First proof out by 4:00pm</td>
</tr>
<tr>
<td>Monday, September 26, 2016</td>
<td>Final proof out by 4:00pm</td>
</tr>
<tr>
<td>Friday, October 14, 2016** (subject to change)</td>
<td>No more changes for <strong>Spring</strong> by departments</td>
</tr>
<tr>
<td>Monday, October 17, 2016</td>
<td>Begin hand assigning rooms for Spring</td>
</tr>
</tbody>
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### *Summer and Fall 2017 Course Building Timeline*

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, January 19, 2017</td>
<td>Begin keying Summer and Fall Schedule</td>
</tr>
<tr>
<td>Friday, February 10, 2017</td>
<td>First proof out by 4:00pm</td>
</tr>
<tr>
<td>Friday, February 24, 2017</td>
<td>Final proof out by 4:00pm</td>
</tr>
<tr>
<td>Monday, March 13, 2017</td>
<td>No more changes for <strong>Summer</strong> by departments</td>
</tr>
<tr>
<td>Monday, March 20, 2017</td>
<td>No more changes for <strong>Fall</strong> by departments</td>
</tr>
<tr>
<td>Wednesday, March 22, 2017</td>
<td>Begin hand assigning rooms for Spring</td>
</tr>
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Course Schedule Change Form:
Changing, canceling or adding a course after access has been revoked.
*Whenever a student is enrolled in a course and a change is being made to that particular course, a blue card is required AND an administrative memo.

*The following changes will require an administrative memo to be completed:

1. Day/time change or addition
2. Credit hour change
3. Campus code change
4. Part of term change
5. Instructional method change

***Max enrollment and building/room changes do not require a memo.
Forms

Faculty Forms

- Address Change
- Administrative Student Schedule Adjustment Memo [template]
- Confidentiality Form
- Course Schedule Change Form (Electronic Version)
- Event Reservation Form
- Faculty Regalia Order Form [paper]
- Off Campus Site Approval Request Form
- Request to Make a Significant Change in a Classroom
- Student Course Title Transcript Update Form (Electronic Version)
- Undergraduate Course Substitution Form

Student Forms
*Resources*

* Approved Campus Codes
* Summer & Fall Course Building Timeline
* Registrar Scheduled Rooms
* Academic Calendar
* Spring & Fall Section Number Rubric
* Part of Term Rubric

<table>
<thead>
<tr>
<th>Veronica Roberson</th>
<th>Jessica Barrett</th>
<th>Andrew Howell</th>
<th>Hannah Benfield Rhoades</th>
</tr>
</thead>
<tbody>
<tr>
<td>439-7097</td>
<td>439-4744</td>
<td>439-6891</td>
<td>439-6817</td>
</tr>
<tr>
<td><a href="mailto:robersonv@etsu.edu">robersonv@etsu.edu</a></td>
<td><a href="mailto:winklej@etsu.edu">winklej@etsu.edu</a></td>
<td><a href="mailto:howella@etsu.edu">howella@etsu.edu</a></td>
<td><a href="mailto:benfieldh@etsu.edu">benfieldh@etsu.edu</a></td>
</tr>
<tr>
<td>Technical Clerk</td>
<td>Assistant Registrar-</td>
<td>Technical Clerk</td>
<td>Associate Registrar-</td>
</tr>
<tr>
<td></td>
<td>Registration &amp;</td>
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<td>Registration</td>
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<tr>
<td></td>
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