Banner Course Building
Training
Session II

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Associate Registrar
Welcome back to Banner Schedule building training!

Everyone did such a good job at our last training session! We are very excited to be back with you today!
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We know how busy you are and really appreciate your time and participation in this training session.

WARNING: High Tension
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BANNER...
Can we build it?
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Hold on to your hard hats!

AGENDA

Today, we will cover:

1. How to login to Banner TEST
2. How to build a schedule
3. How to add more than one section
4. How to enter variable credit hours
5. How to enter the instructor
6. How to query a building, room, and faculty members
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Please ask questions!!!

We have a lot of Information to cover today.

Please stay on task and follow along screen by screen.

This is a group effort!
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Let’s work together as a team to review what we have learned so far in Banner.
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Do you remember how to build a course in Banner?
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To build a schedule in Banner, we use 4 main forms.

1. GUAGMNU
2. SSAASECT
3. SSAASECQ
4. SCACRSE
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1. General (Main) Menu
   - Login to Banner
     - GUAGMNU will open

2. Schedule
   - Go To SSASECT

3. Schedule Section Query Form
   - Go To SSASECQ

4. Basic Course Information – Course Inventory/Catalog
   - Go To SCACRSE
Do you remember how to get to the main menu in Banner?
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Go to GUAGMNU

GUAGMNU is the main menu in Banner.
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Do you remember how to navigate in Banner?
Navigating Banner

Sections Details

- Rollback
- Next Block
- Exit

Key Block

Section Detail

Messages show help for current field or update progress.
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Remember:
Courses have already been built in the catalog. If a course you are entering does not appear, it is not in the catalog.

Please contact LaDonna Hutchins
How do you build a course in Banner?
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Go to

SSASECT

SSASECT is the equivalent of E29 and E30 in SIS
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SSASECT

1. Enter SSASECT on the main menu in Banner.

2. Pull out your course information to be entered.
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SSASECT

Remember, in SSASECT you can:

1. Enter course information
2. Enter maximum course enrollment
3. Access meeting days, times, buildings and rooms
4. Query a room
5. Assign faculty
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• Enter term and CRN in Key Block
  Key in Term: Term is a six character field (YYYYTT)
  Example: 200880 is Fall 2008

• To build a new course section, type the word “ADD” in the CRN Box

NOTE: “CRN refers to the Course Reference Number and is the Banner equivalent of the SIS Plus Call Number

• Click Next Block to access section detail
Enter Section Info
FOR EXAMPLE:
1. Subject (4 characters) - ENGL
2. Course number - 1010
3. Section number - 001
4. Campus: 23M
5. Status A - Active
6. Schedule type - Lec, Lab, L/L
7. Instructional Method - CON
8. Part of Term 1 – Full Term
   *Be sure to hit TAB*
9. Hit Save button (top left)

Notes:
1. Use the tab key to move to each field.
2. Take note of messages at the bottom of the screen notifying you of keying errors or help.
3. Pay particular attention to message at the bottom of the screen when saving a record.
Section Enrollment
To get to Section Enrollment:

1. Go to Options at top of screen (third from left)
2. Click on Section Enrollment Info
3. This will take you to Enrollment Details Block
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SSASECT

Section Enrollment

- Enter maximum enrollment

- Click Save (If save is complete you will receive a message at the bottom of the page that says “Transaction Complete – 1 record applied and saved”)
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SSASECT

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Don’t forget to save your record in SSASECT

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Check bottom of screen for error messages
Click Next Block to access meeting days, times, buildings and rooms.

1. Cursor will be in the Meeting Time Block (left column).
2. Click on the down arrow below the meeting time column.
3. ETSU standard meeting times will appear.
4. Choose the standard meeting times for this course section. (Times will be in military time)
5. Highlight time and double click.
6. Meeting time screen will appear and will be updated.
7. Hit Save button
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Do you remember how to query a room?
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Continue in SSASECT

SSASECT is the equivalent of E29 and E30 in SIS
Building and Room

Slide lower scroll bar to right until building and room appears.
Query **room** field to find available building and room.

Click drop down box to query available building and room.
1. Click on drop down box to find new building codes
2. Double-click on desired building code
3. Field will be updated with building code
1. Click execute query button (top row) or press F8.
2. A list of rooms in that building will appear.
3. Double click on your choice of room.
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Now, let’s assign faculty.
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Banner Form

Continue in
SSASECT

SSASECT is the equivalent of E29 and E30 in SIS
1. Click Next Block or Options, Assigned Instructors

2. This will take you to the Instructor block
Faculty Assignment

Key ID Number

If ID is Unknown:
1. Click Drop-down at top of ID Field
2. Click in last name field
   - Click or Tab to Last Name field
   - Type last name
   - Press Execute Query Button or F8
   - A list of instructors will show
   - Click SAVE

Note: You may query the first letter of the last name followed by a %. You may limit values shown by typing more characters, eg Sm% F8
Do you remember how to login to Banner TEST?
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Banner Login Procedures in TEST

1. Pull up Internet Explorer connection
2. At URL type the address: http://151.141.5.22:9099/
3. Press ENTER
4. Green screen will appear with links to different instances

5. Double-Click Test Database [TEST]
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Banner Login Procedures in TEST

6. Click inside the box at Username
7. At Username, type your login
8. For first time users, at Password, type your login again
9. A pop-up box will appear asking you to change your password
10. Type a new password and click connect
11. If you have logged in before, type your current password
12. The Banner Menu will appear
Is everyone in Banner TEST now?
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**New Concept #1!**

How to add **more than one section** of a course.

1. You must re-enter the course information for each section of the course in SSASECT
2. Enter the term
3. Type **ADD** in the CRN box for each section
4. Enter course information
5. Hit Save

Tip: Build the first section, print it out and follow for additional sections.
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ADD More than one section of a course
More than one section of a course
New Concept #2!

How to enter variable credit hours:

1. Variable credit hours will be pulled from the course inventory/catalog (we call this Course Inventory in SIS on screen 125 and Catalog SCACRSE in Banner)

2. Courses are built as fixed or variable credit.

3. You can only change the credit hours on courses that have been built as variable.
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Variable Credit Hours

How to fix variable credit hours:

Example: ARTA 4901
Credit: 1 TO 6

To set the number of credit hours on a specific section, enter:

1. **Credit hours** (1.00, 2.00, 3.00, 4.00, 5.00, 6.00, etc.) and in
2. **Billing hours** in the upper right hand corner boxes below the credit hours listed
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Variable Credit Hours
Enter the amount of hours the section will be offered below the credit hour block and the credit hour block.
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Go to main menu and enter SSASECQ

Check for Errors
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Interactive Exercise

Now, let’s check for errors?
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To get back to the main menu (GUAGMNU), click X and type in SSASECQ.

**OR**

Hit F5, at Go To… type in the form name SSASECQ.

**OR**

Pull down FILE in the upper left hand corner.

This will take you to the correct form to check for errors.
SSASECQ
Check for Errors

1. Term will appear in first field.
2. Tab to Subject Field and type four letter subject area.
3. Press F8 or Execute Query Button on menu.
4. All existing sections for that subject area should appear.
5. Click X to go back to the main menu (GUAGMNU) or F5.

Note: This will bring you to information about the course as it is listed in the catalog.
How do you check to see if a course is listed in the catalog?
Go to main menu and enter **SCACRSE**

Course Inventory/ Catalog
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SCACRSE will allow you to view courses that are in the ETSU catalog.

1. Enter Subject  
   Example: ACCT
2. Enter Course  
   Example: 1010
3. Enter Term  
   Example: 200780
   Course title will appear

4. Click Next Block  
   Course details will appear if course is listed in catalog.
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To build a schedule in Banner, you will use 4 main forms.

1. GUAGMNU
2. SSASECT
3. SSASECQ
4. SCACRSE
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STEP 1:
General (Main) Menu

STEP 2:
Schedule

STEP 3:
Schedule Section Query Form

STEP 4:
Basic Course Information

GUAGMNU

SSASECT

SSASECQ

SCACRSE
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Get in there and build!

We encourage you to continue to go into TEST and play around with schedule building. You can build night sections, internet course, ITV, etc.

The more you use Banner the more familiar you will be with it when we go live!
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Thank you