Kennesaw State University

University Information Technology Services

Creating Course Sections for Schedule Builders

Banner 9: Administrative Pages

University Information Technology Services

Technology Outreach

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University Information Technology Services

Creating Course Sections for Schedule Builders
Banner 9: Administrative Pages

Contents

Introduction

This document is to be used for creating and editing course sections. Creating course sections for your department involves combining existing data stored in the Banner information system with new data that you enter. As you create course sections, you will navigate through several pages into which you will either enter or retrieve data.

For additional documentation on the Banner Administrative Pages interface, visit the UITS Documentation Center at http://uits.kennesaw.edu/cdoc.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Access the Schedule Page in Banner Administrative Pages
- Create course sections
- Configure course section enrollment details, meeting times, and instructors
- View and manage student waitlists
- Make changes to instructors, enrollment data, and assign materials cost attributes to sections in KSU Connect

Access to Banner Schedule Building Pages

Individuals who will be creating course sections must first be granted access to Banner by filling out the *Banner New User and Buckley Form*.

In addition, the *Add-Change Request for Schedule Building Class* form should be submitted. This form is used to gain access to the Banner Schedule Building Security Class.

Both forms are available under the *Security Forms* page on the UITS Banner website at http://uits.kennesaw.edu/banner.

Accessing the Application Navigator

The following demonstrates how to log in to *Banner Application Navigator.* You will use the Application Navigator to access the *Schedule Page*.

Note: Use of Google Chrome or Safari is recommended to access Banner. This documentation was created using Google Chrome version 69.0.3497.100.

1. Open your web browser and enter the following address in the address bar: http://uits.kennesaw.edu/banner/.
2. The *Banner Student Information System page* loads. Click on the **Administrative Pages (Banner 9) – PROD** link.

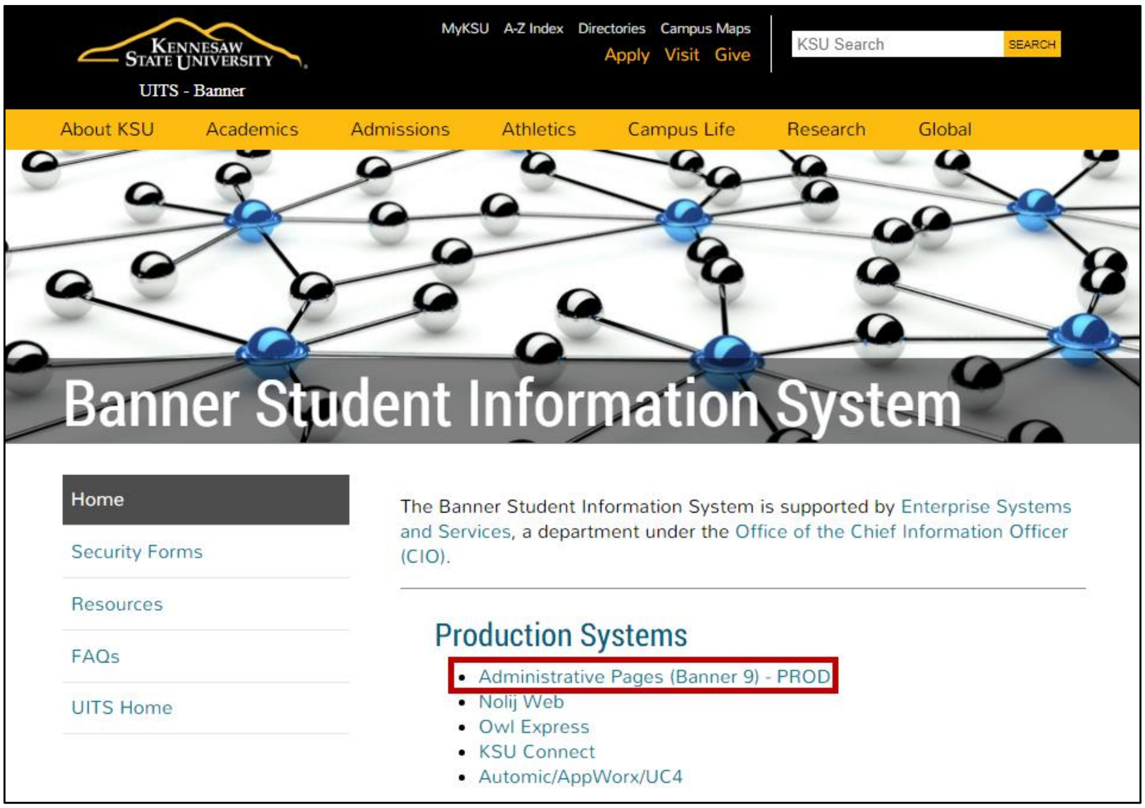


Figure 1 – Banner Student Information System Page

3. The *Login* screen will open. Enter your **NetID** and **password** (See Figure 2).
4. Click **Login** (See Figure 2).

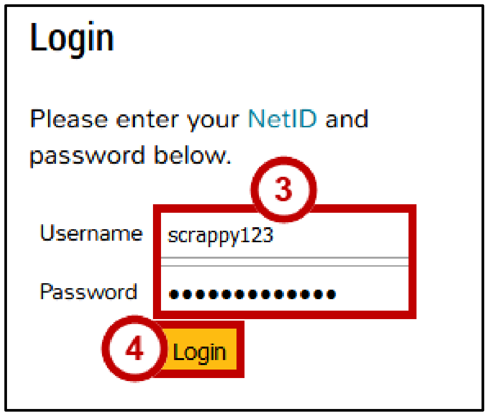


Figure 2 – Login Page

5. The *Banner Application Navigator* loads. From here, you will access the *pages* used for creating course sections.

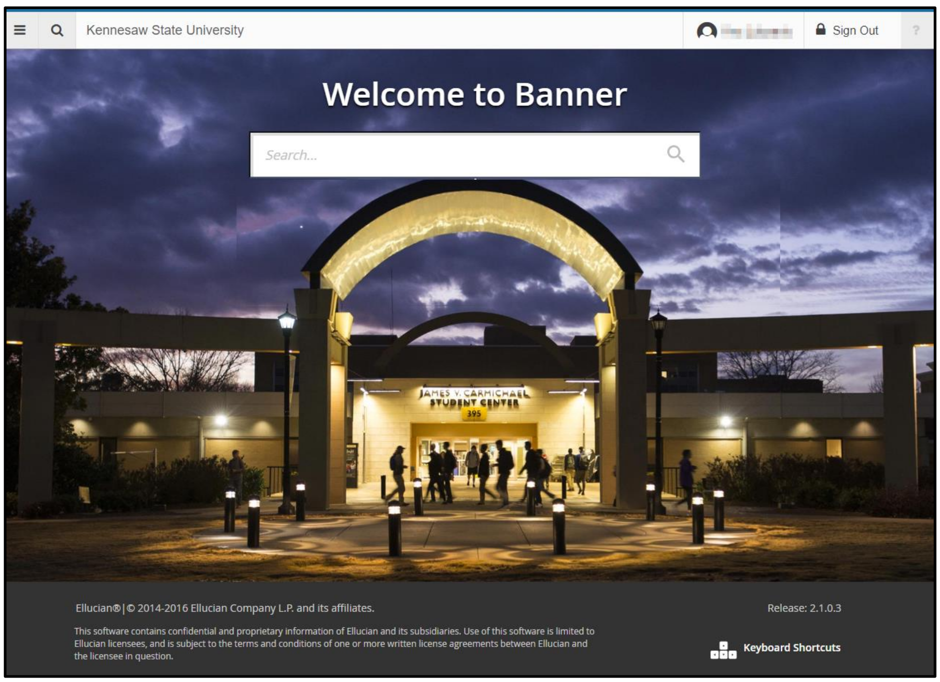


Figure 3 - Banner Application Navigator

Accessing the Schedule Page

The *Schedule* page (SSASECT) is the page used to create course sections. You will use SSASECT to create course sections, configure enrollment data, assign instructors, and cancel course sections, as demonstrated in the subsequent sections of this document.

The following explains how to access SSASECT:

1. In the Application Navigator, locate the *search field.* Type **SSASECT**.

Note: For instructions on accessing the Application Navigator, see *Accessing the Application Navigator*.

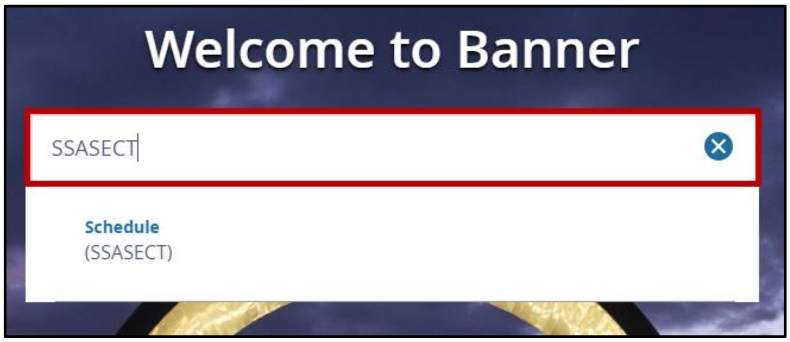


Figure 4 - SSASECT

2. Press **enter**.
3. The Schedule page loads.

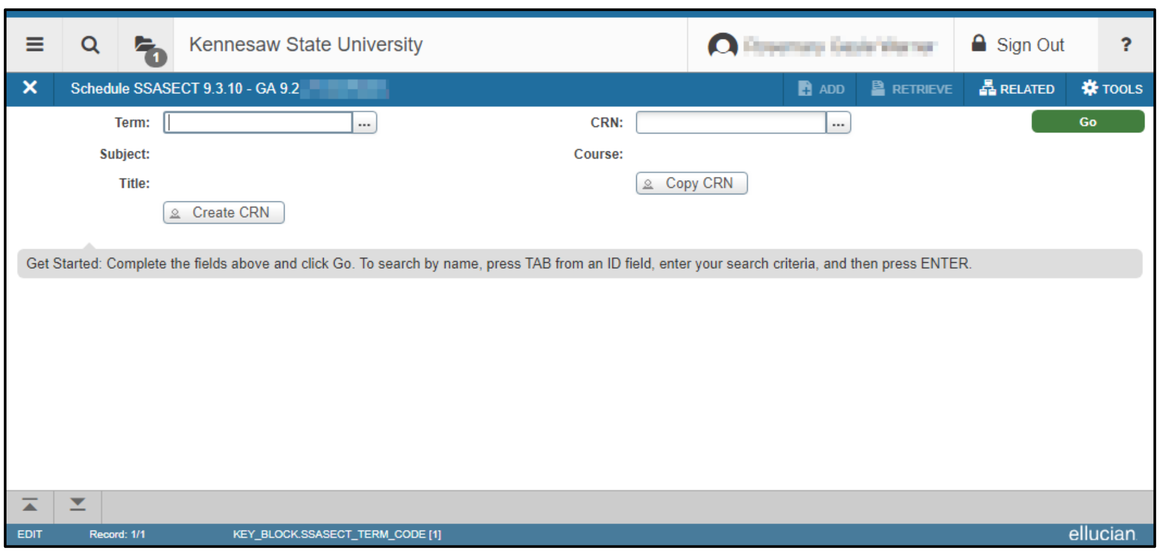


Figure 5 - The Schedule Page

Creating a Course Section

The following explains how to create a course section:

1. Navigate to the *Schedule* (SSASECT) page.

Note: For instructions accessing SSASECT, see *Accessing the Schedule Page.*

2. Locate the *term* field to enter the term code. Term codes are created by combining a year with one of the following codes. For example:
    - 201801 = Spring 2018
    - 201805 = Summer 2018
    - 201808 = Fall 2018

3. In the *term* field, enter the **term code**.

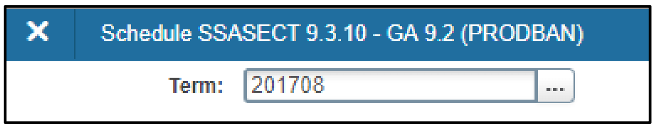


Figure 6 - Enter Term Code

4. If you do not know the term code, complete the following steps to search for it:

    a. To indicate the semester and year you want to schedule for, click the **search button**  next to the *Term* field.

Figure 7 - Select Term

    b. Select “List of Terms.”

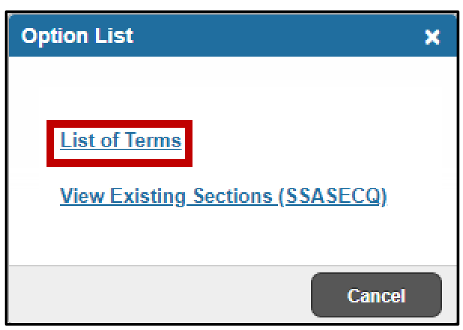


Figure 8 - List of Terms

c. The *Term Code Validation* dialogue box appears. Click on the **term** you wish to select (See Figure 9).

d. Click **OK** (See Figure 9).

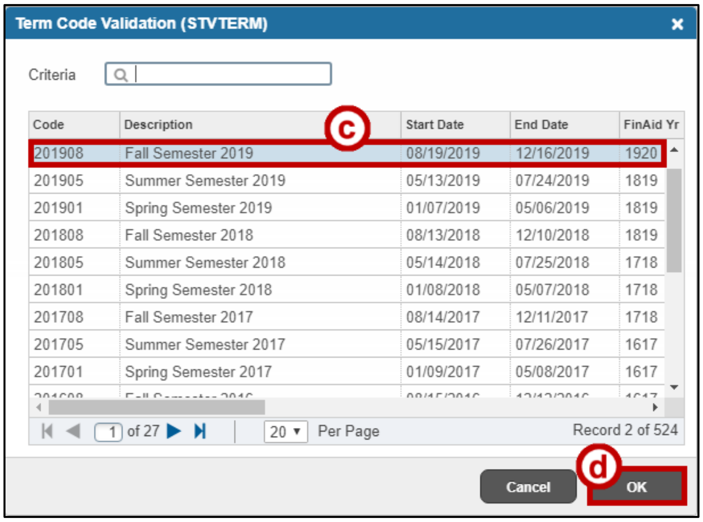


Figure 9 - Term Codes

5. Once you have entered or selected your term, click the **Create CRN** icon.

Figure 10 - Create CRN

6. The *SSASECT Entry Page* loads. By default, the cursor will be in the *Subject* field (See Figure 11).
7. Enter the **subject code**. In this example, we will use ENGL (See Figure 11).

Note: You may progress through the following fields by clicking the fields with your mouse or pressing the **Tab** key on your keyboard. In this documentation, the Tab key is used.

8. Enter the **Course Number**. For example, *1101* (See Figure 11).
9. Skip the *Course Title*. Never update the course title.
10. Enter the **section number** in the *section field* (See Figure 11).

Note: To view previously created course sections, see *Search for a Previously Created Section*.

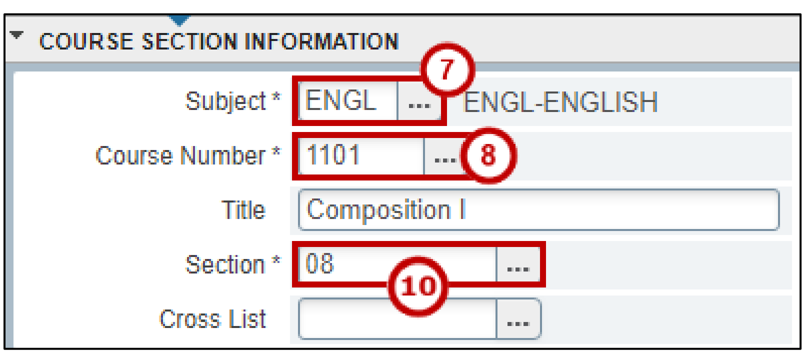


Figure 11 - Enter Subject, Course Number and Section

Note: Sometimes a section number will contain letters This is called a *section code*. The *section code* indicates whether the section is a regular section, an honors section, or online. A section code may contain up to three characters. Consult the following table for a list of section codes:

Course Type	Section Code
Face-to-Face or Hybrid Section	01, 02 – 100, 185, etc.
KSU Online Section	W01
Learning Community	C01
Learning Support	L52
Honors	H01
eCore	01G
Science Sections (approved by Registrar)	M01

Figure 12 - Course Section Codes

11. Select the *Campus* field. If you know the **campus code** for your course, enter it in the *Campus* field and proceed to step 13.

Figure 13 - Campus Field

12. If you do not know the campus code, click the **search icon**  next to the *Campus* field.
    a. The *Campus Validation* window appears. Click the **appropriate campus** from the list to select it. In this example, we are using *A – Kennesaw Campus* (See Figure 14).

    b. Click **OK** (See Figure 14).

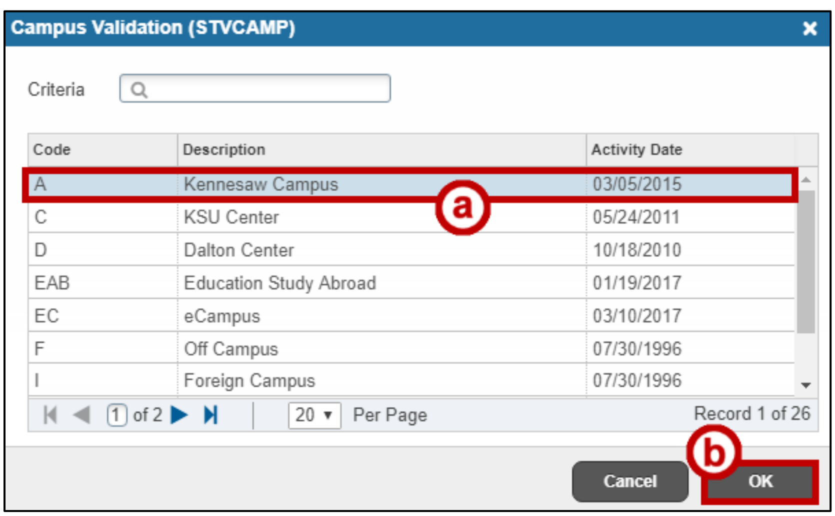


Figure 14 - Select Campus

Note: Commonly used campus codes are as follows:

Campus	Campus Code
Kennesaw Campus Including student teaching, internships, hybrids, dissertations, and theses	A
Marietta Campus Including hybrids	M
KSU Center	C
Online	O
Paulding	P
Galleria	G
Reserved for Registrar Use	X, F, EAB, GML, GFA

Figure 15 - Campus Codes

13. In the *Status* field, enter the **appropriate campus code** (See Figure 16).
14. If you know the *schedule type* of the course you wish to add, enter the **Schedule Type** in the *Schedule Type* field and proceed to step 16 (See Figure 16).

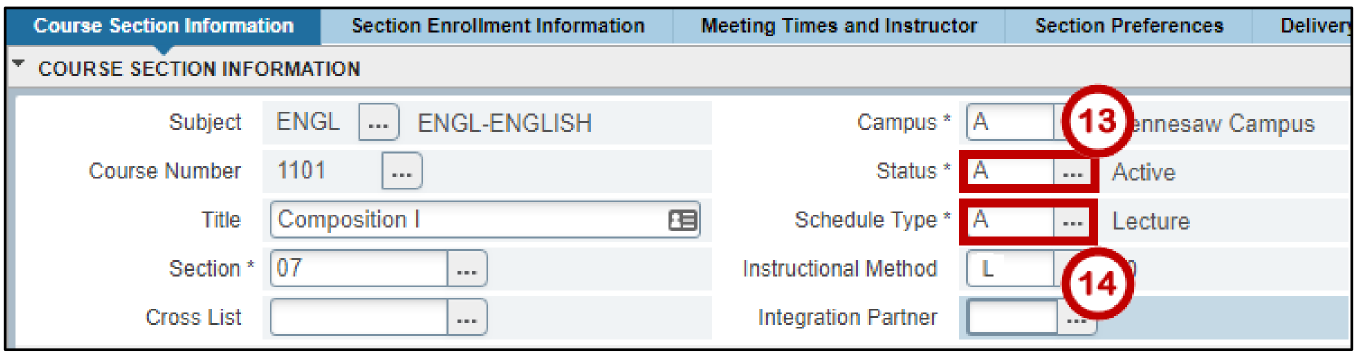


Figure 16 - Enter Schedule Type

15. If you do not know the schedule type of the course you wish to add, you may query for it by using the following steps:
    a. Click the **search icon** next to the *Schedule Type* field.
    b. The search results will open and display the correct schedule type for the current course section (See Figure 17).
    c. Click **OK** to select it (See Figure 17).

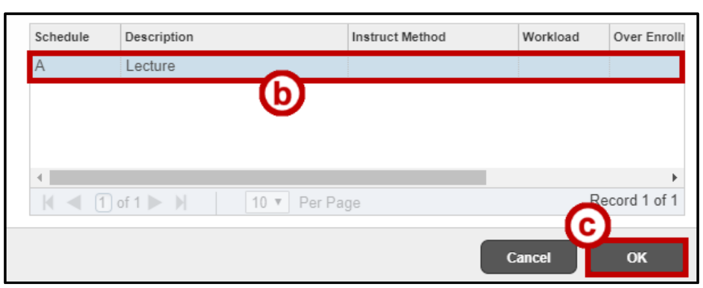


Figure 17 - Search Schedule Type

16. If you know the **instructional method** of the course you wish to add, enter it in the *Instructional Method* field and proceed to step 17.

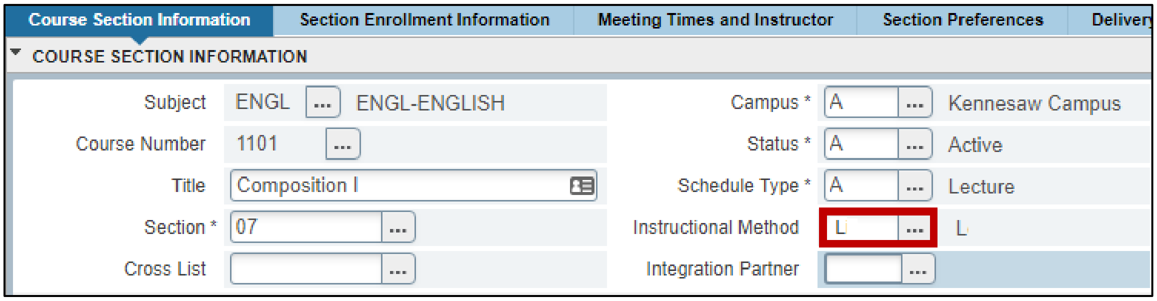


Figure 18 - Enter Instructional Method

a. If you do not know the instructional method of the course you wish to add, consult the following table:

Instructional Method Code	Usage
'E' Entirely at a Distance	• Delivered **100%** through distance education technology. • No visits to campus or designated site are required.
'F' Fully Online	• More than **95%** of class session is delivered via distance education technology. • May require that students travel to campus or other designated site to attend an orientation, take exams, or participate in other on-site experience.
'H' Hybrid	Taught 50% online and 50% on campus
'H3' Hybrid – Effective Fall 2018	33% online instruction
'H6' Hybrid – Effective Fall 2018	66% online instruction
'L' Traditional	Face-to-face courses (previously T code)

Figure 19 - Instructional Method Codes

b. Alternatively, you may query for the instructional method using the following steps:

  i. Click the **search icon** [...] next to the *Instructional Method* field.

  ii. The search results will open and display available codes. Select the **appropriate code** (See Figure 20).

  iii. Click **OK** (See Figure 20).

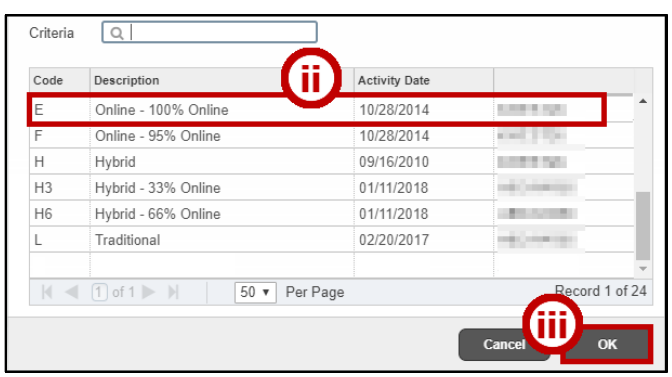


Figure 20 - Click OK

17. Navigate to the *Session* field.

18. Enter the **session** code.

Figure 21 - Session Code

Note: Use the following table to determine the correct *session* code.

Session Code	Usage
A – On campus, in assigned space	In an assigned room on campus
B – Unassigned space	For online courses. No room needed

Figure 22 - Session Code Usage

19. If you are creating a Spring and/or Fall classes, in the *Part of Term* field, enter "**1**" for Spring and Fall classes, then proceed to step 20. If you are creating a Summer term course, proceed to step a belowb.i below.

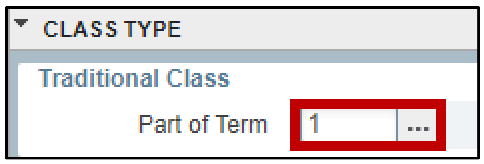


Figure 23 - Enter Part of Term

a. Because Summer has multiple sessions, there are multiple part of term codes. If you do not know the *part of term* code of the Summer course you wish to add, consult the following table:

Part of Term Code	Definition
1 – Full Term	Normal 15 Week Semester –Fall / Spring
TEN (10)-Week Session	10-Week Semester - Summer
8 - Summer 8-Week Session	8-Week Session - Summer
3 – Summer Four Week Session I	1st Four Weeks Session – Summer
4 – Summer Four Week Session II	2nd Four Weeks Session – Summer
5 – May Session	May Session – Summer
6A – Summer Six Week Session I	1st Six Week Session – Summer
10 – Learning Community	Learning Community – All Terms
7A – 7-Week Session I	7-Week Session I – Fall / Spring
7B – 7-Week Session II	7-Week Session II – Fall / Spring

Table 1 – Part of Term Codes

b. Alternatively, you may query for it using the following steps:

i. Click the **search icon** next to the *Part of Term* field.

ii. Select the appropriate **part of term** (See Figure 24).

iii. Click **OK** (See Figure 24).

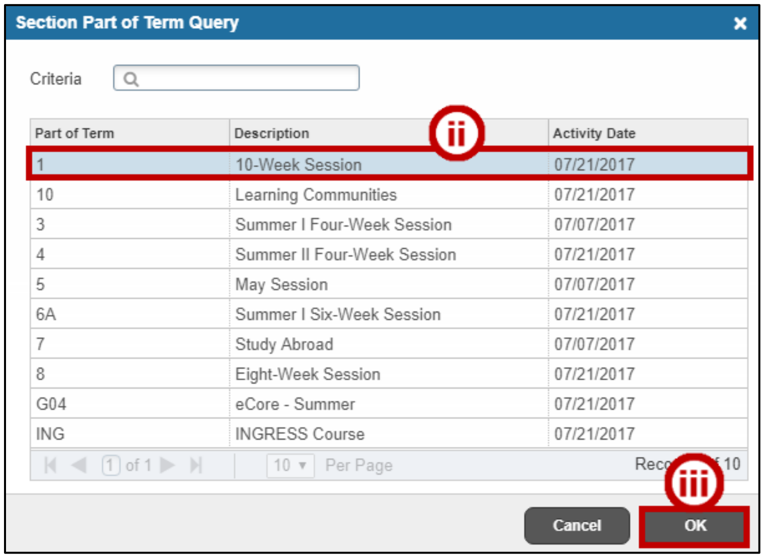


Figure 24 - Query Part of Term

20. The beginning and end dates of the term appear automatically once the part of term code is entered.

21. Click the **Save** button located at the bottom-right of the screen.

Note: Alternatively, you can use the function key **F10** to save your changes.

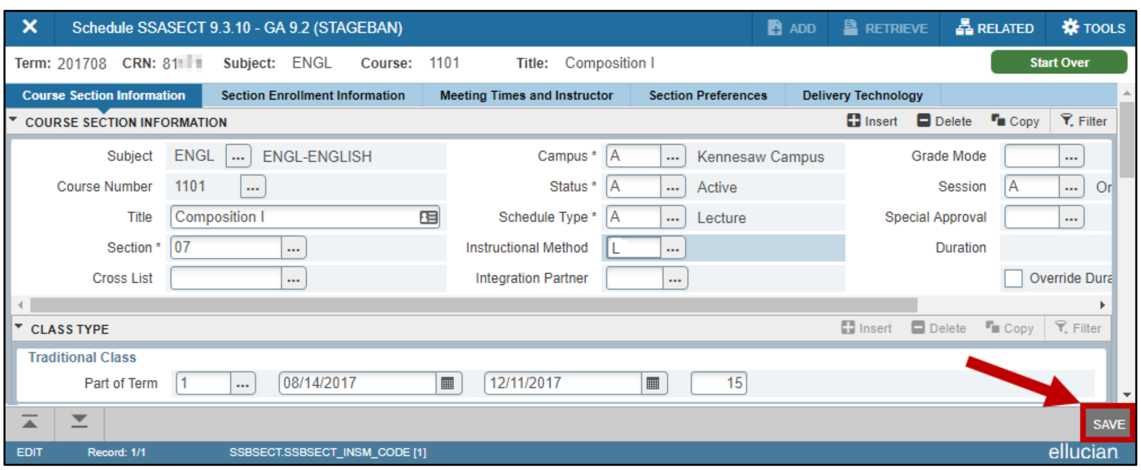


Figure 25 - Save

22. The *Saved Successfully* message appears.

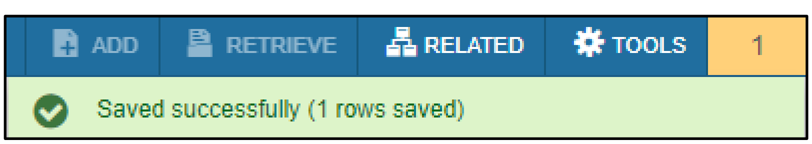


Figure 26 - Course Saved

23. The **Course Reference Number** (CRN) displays in the *header*.

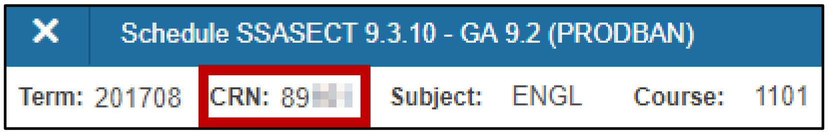


Figure 27 - Course Reference Number

24. The course section has been created and saved.

Configuring a Course Section

The following sections demonstrate how to configure a section's enrollment, meeting times, and instructors.

Accessing the Couse Section Tabs

The course section *tabs* are located at the top of the page. You will use these tabs to input section settings. For more information on navigating SSASECT, see *Creating a Course Section*.

The following demonstrates how to access the *Section Enrollment Information* tab:

Note: the process is the same for each tab.

1. Navigate to the *course section* within SSASECT. For more information on how to access a course section, see *Accessing a Previously Created Section*.

2. Click **Section Enrollment Information**.

Figure 28 - Access Section Enrollment Information

3. The *Section Enrollment Information* tab loads.

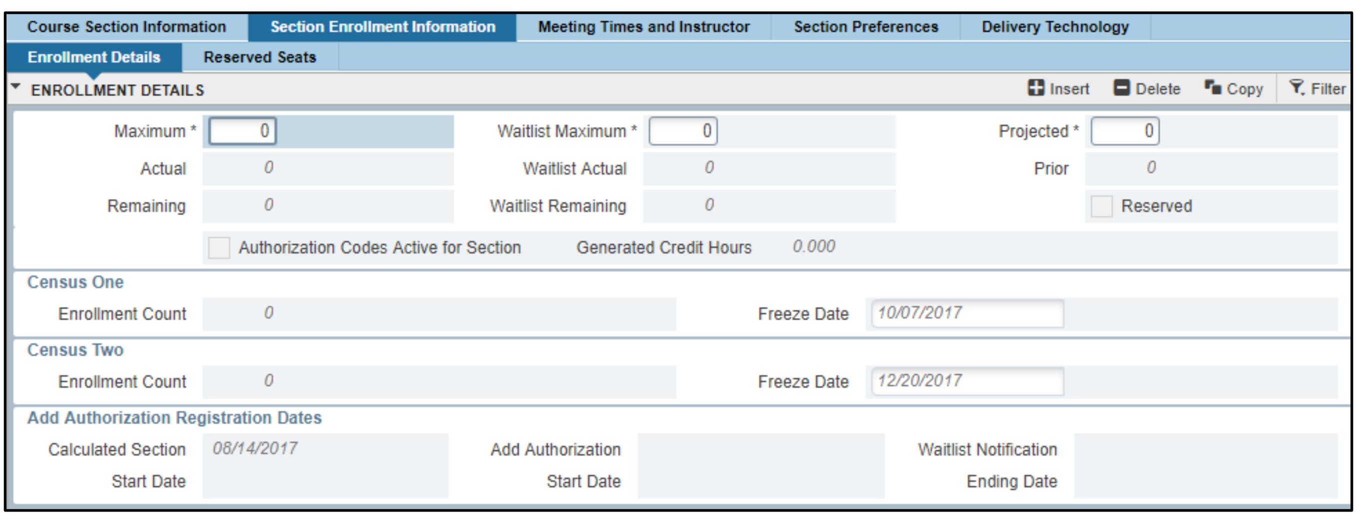


Figure 29 - Section Enrollment Tab

Configure Enrollment Details

The following explains how to configure enrollment details for a course section:

1. From the *Section Enrollment Information* tab, enter the **maximum number** of students allowed in the class (See Figure 30).

Note: The maximum enrollment *must* be entered during schedule building in order for the system to find the appropriate room to book. Once a course section is assigned a room, the maximum enrollment may be reduced if needed.

2. Enter the **projected number** of students expected to enroll in the course in the *Projected* field (See Figure 30).

Note: The *waitlist maximum* will be populated by the Office of the Registrat after schedule building ends.

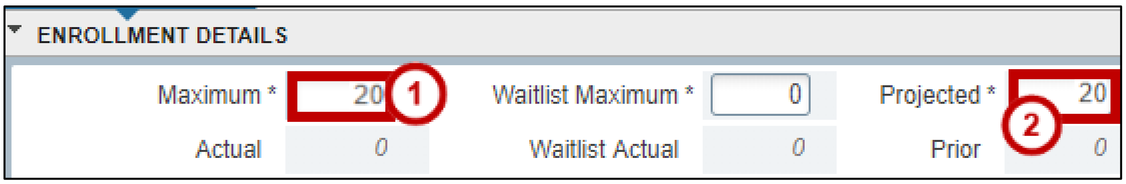


Figure 30 - Enter Enrollment Details

3. Click the **Save** button located at the bottom right of the screen.

Note: Alternatively, you can use the function key **F10** to save your changes.

Figure 31 - Save

4. A message appears indicating your changes are saved.

Figure 32 - Enrollment Configuration Saved

Configure Meeting Times and Instructor

The following explains how to add meeting times and how to add an instructor:

1. Click the **Meeting Times and Instructor tab.**

2. Navigate to the *Meeting Type* field. There are four meeting types; the appropriate type will depend on whether the course is lecture, online, hybrid, or has a breakout session. Consult the following table to determine the correct meeting type for your course (See Figure 33).

Meeting Type Code	Description
CLAS	For lecture in a face-to-face setting
ONLN	For online sections
CLAS **ONLN**	For a hybrid course that requires both a face-to-face setting and online component
CLAS **BRKO**	For a face-to-face class setting that also requires a breakout session

Figure 33 - Determine Meeting Type

3. Enter the **meeting type code** in the *Meeting Type* field (See Figure 34).
4. Press **Tab** on your keyboard. The *Start* and *End Date* fields will auto populate (See Figure 34).

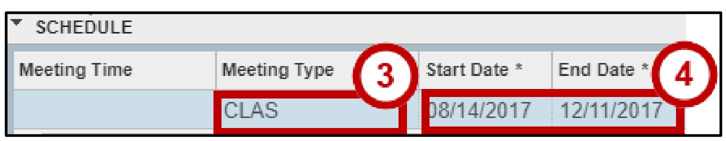


Figure 34 - Meeting Type and Dates

5. Click the **checkboxes** to select the days of the week the section will meet (See Figure 35).

Note: Online courses do not have meeting days.

6. Enter the **start and end times** of each session (See Figure 35).

Note: The start and end times must be entered in 24-hour format. For a conversion chart, see the *Time Conversion Chart* at the end of this document.

Figure 35 – Select Meeting Days and Session Times

Note: If you are creating a hybrid course section, there are additional configurations to make. Proceed to *Creating Hybrid Course Section Meeting Times*.

7. Click the **Meeting Location and Credits tab** (See Figure 36).
    a. If the section is *online*, locate the *Hours per Week* field. Enter **0.00** in the field (See Figure 36).

Note: Only enter 0.00 for online courses. Other courses will automatically calculate using the start and end times you entered previously.

    b. If the section is to be *crosslisted* with another section, navigate to the *Override Indicator field* and enter "**O**" (See Figure 36).

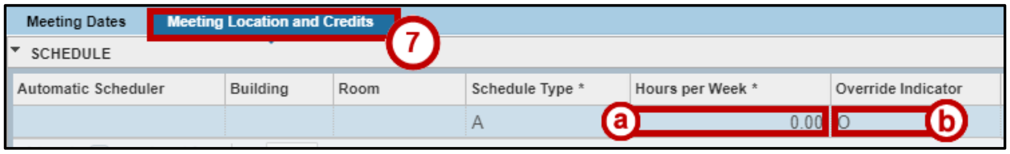


Figure 36 - Override for Crosslisted Sections

8. Click the **Save** button located at the bottom right of the screen.

Figure 37 - Save

Creating Hybrid Course Section Meeting Times

If you are creating a hybrid course section, it will have two meeting types: in-person (CLAS) and online (ONLN). The following explains how to add the secondary ONLN meeting type once the CLAS meeting type has been configured:

Note: For instructions on initially configuring meeting type, see *Configure Meeting Times and Instructor*.

1. Following steps 1-6 in *Configure Meeting Times and Instructor* above, create a **row** for the *CLAS* meeting type. Select meeting dates and session start and end times that the hybrid class will meet in-person.

2. Then, click the **Insert icon** located at the top right corner or the page (See Figure 38).
3. Enter the meeting type code **ONLN** in the *Meeting Type* field (See Figure 38).
4. Press **Tab** on your keyboard. The *Start* and *End Date* fields will auto populate (See Figure 38).

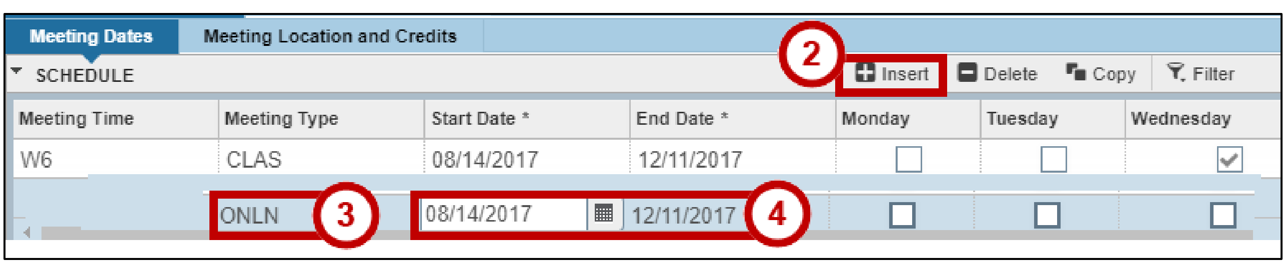


Figure 38 - Add ONLN Meeting Type

5. Click the **Save** button located at the bottom right of the screen.

Figure 39 - Save

6. You are taken to the *Meeting Location and Credits* tab. The *Hours per Week* field is automatically selected. Enter the **same number** that appears in the row above.

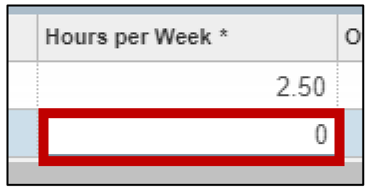


Figure 40 - Hours per Week

7. Click the **Save** button.

Configuring In-Person Final Exams for Hybrid and Online Course Sections

If a face-to-face final exam is required for a hybrid or online course section, complete the following after configuring the section *meeting type*:

1. Select the **Section Preferences** tab.

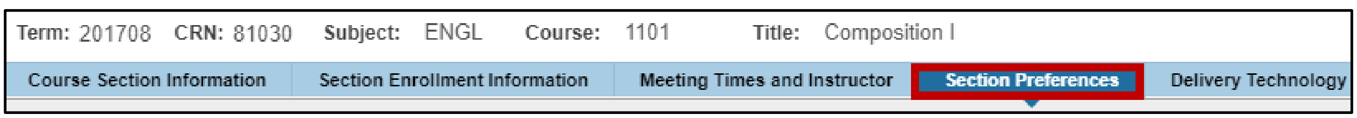


Figure 41 - Section Preferences

2. Navigate to the *Room Attribute Preferences* section.
3. In the *Code* field, enter **OCFE** (See Figure 42).
4. Enter **1** in the *Preference Number* field (See Figure 42).

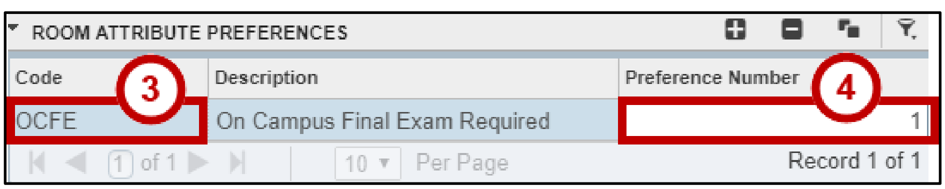


Figure 42 - Configure Room Attributes Code

5. Click the **Save** button located at the bottom right of the screen.

Add an Instructor to a Course Section

The following demonstrates how to assign an instructor to a course section:

1. From the course section schedule page, start at the **Meeting Times and Instructor** tab (See Figure 43).
2. Select **Times and Instructors** (See Figure 43).
3. Then, click the **Meeting Dates** tab (See Figure 43).
4. Locate the **Instructor** section at the bottom of the page (See Figure 43).

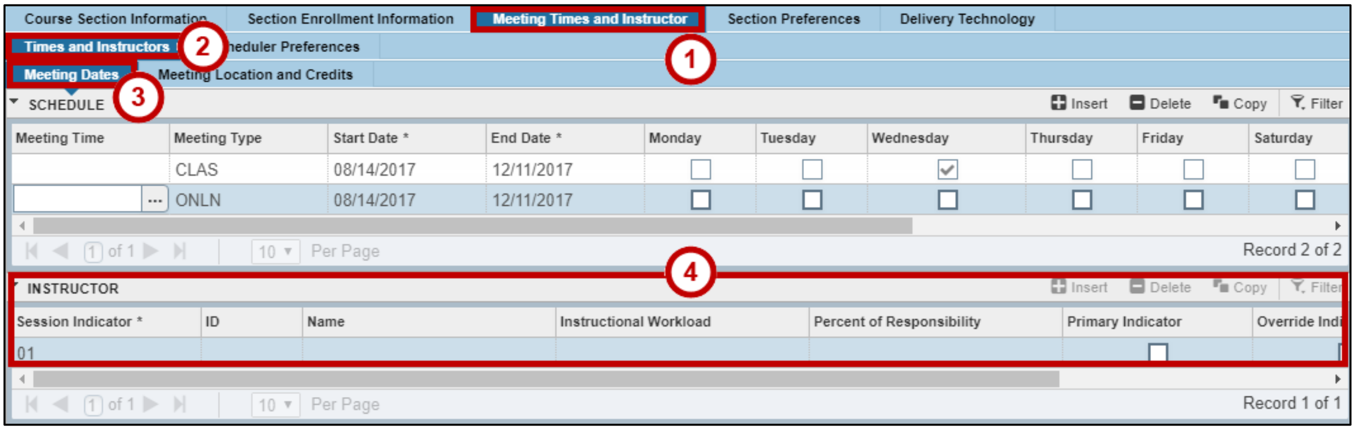


Figure 43 - Access Instructor Block

5. In the *ID* field, enter the instructor's **KSU ID number**.

Note: If the instructor is undecided, you can leave this field blank. The catalogue will list the class as taught by *Staff*.

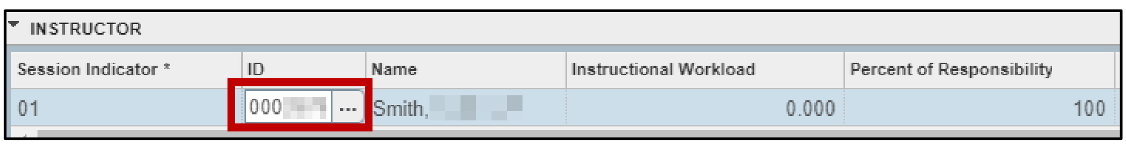


Figure 44 - Enter Instructor KSU ID

6. If you need to look up an instructor's KSU ID, perform the following steps:
   a. Click the **search icon** next to the *Instructor* field.
   b. The *Faculty/Advisor Query* page loads.
   c. Enter the **Term** (See Figure 45).
   d. Click **Go** (See Figure 45).

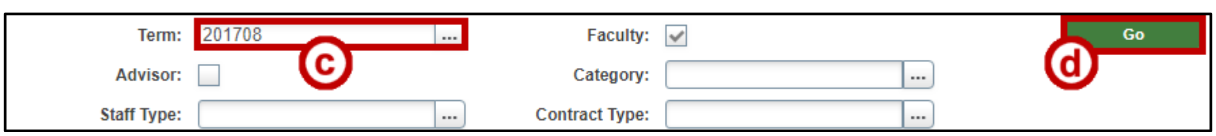


Figure 45 - Select Term

e. Enter the **Last Name** of the instructor (See Figure 46).

Note: Names must be properly capitalized to return results.

f. Click **Go** (See Figure 46).

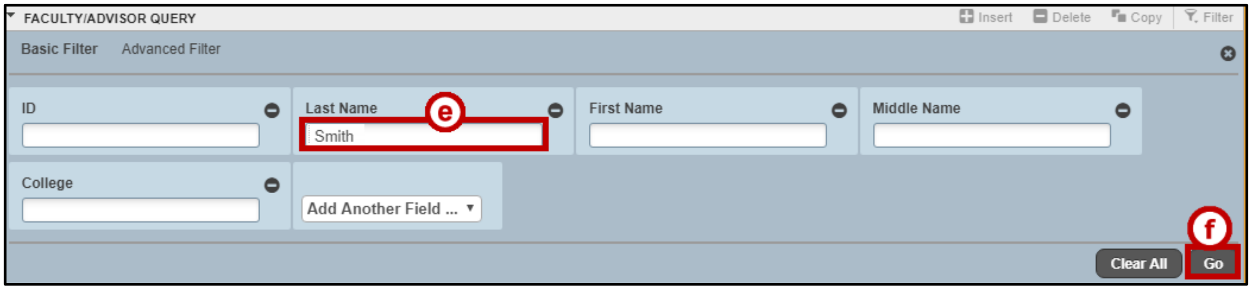


Figure 46 - Search by Last Name

g. The query results load.

h. Click within a **row** to select an instructor (See Figure 47).

i. Click **select** to return the information to the SSASECT Instructor field (See Figure 47).

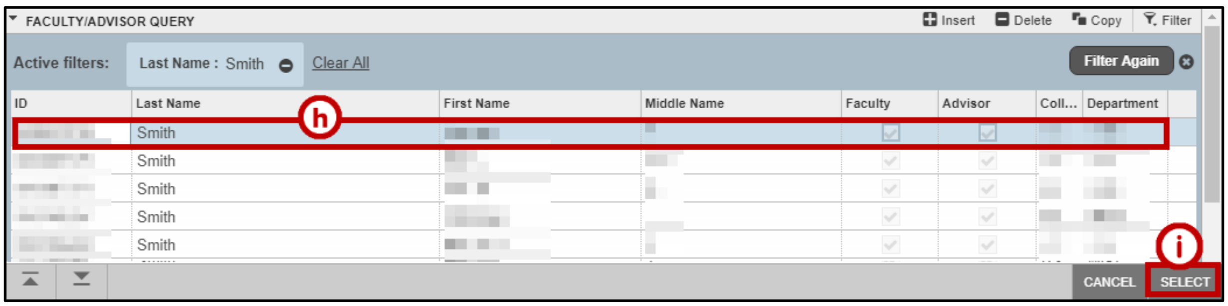


Figure 47 - Select an Instructor

6. The instructor is added to the section.

Note: Only check the *Override Indicator* checkbox if Banner displays a warning message in the Status Bar that a conflict has occurred, and you want to override the conflict.

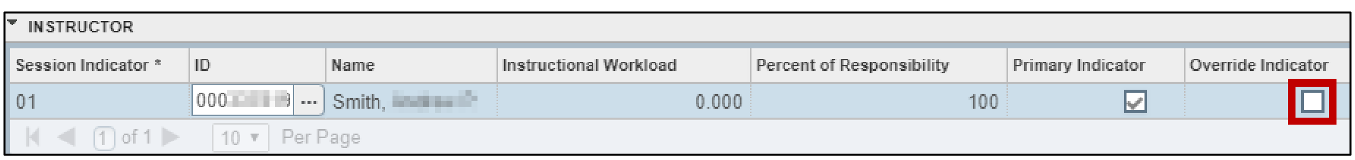


Figure 48 - Override Indicator

7. Click the **Save** button or use function key **F10**.

Figure 49 – Save

8. Once an instructor has been assigned to the course section, the course section creation process is complete. To add another section, click the **Start Over button** or use function key **F5**.

Figure 50 - Create Another Course Section

Add Multiple Instructors to a Course Section

The following demonstrates how to assign two or more instructors to a single course section:

1. Follow steps 1-7 from *Add an Instructor to a Course Section* above to add the first instructor to the section.

2. Double-click the *Percent of Responsibility* **field**, then enter the percentage of the section the instructor is responsible for (See Figure 51).

Note: The totals in the *Percent of Responsibility* column must be divided among instructors <u>to add up to 100%</u>. In this example, the primary instructor has 34% of responsibility for the course.

3. Navigate to the *Percent of Session* column to the right and enter the **same number** as step 2 above (See Figure 51).

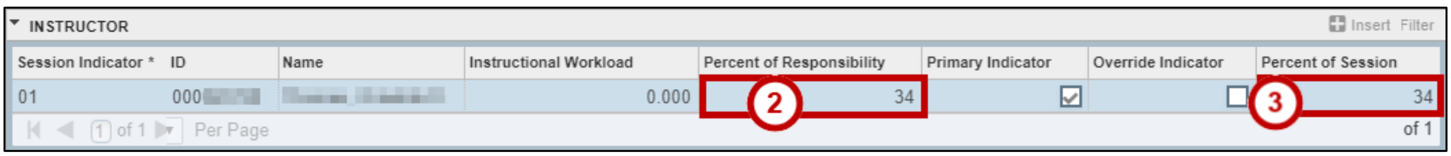


Figure 51 - Percent of Responsibility and Percent of Session

4. Click the **Save** button or use function key **F10**.

Figure 52 – Save

5. Click the **Insert** button or use function key **F6**.

Figure 53 - Insert Button

6. Follow steps 1-7 from *Add an Instructor to a Course Section* above to add instructors.
7. Once the instructors are added, configure the **Percent of Responsibility** and **Percent of Session** columns so that each instructor's total contribution sums to 100%. In this example, the primary instructor has 34% responsibility for the course, while the two secondary instructors have 33% each.

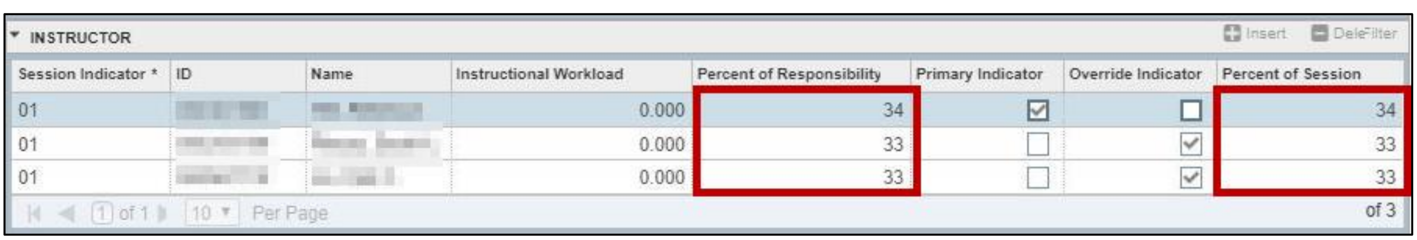


Figure 54 - Additional Instructors Added

8. Once instructors have been assigned to the course section, the course section creation process is complete. To add another section, click the **Start Over button** or use function key **F5**.

Adding a Section Comment

A section comment is text that will appear in the Schedule of Credit Courses under the course as it is listed. To add a section comment you must either know the term and the CRN, or just have created the course section using the SSASECT page.

1. Open the course *Schedule Page.*
2. Click on the **Related** tab located in the *top right corner* of the page (See Figure 55).
3. Select **Course Section Comments (SSATEXT)** (See Figure 55).

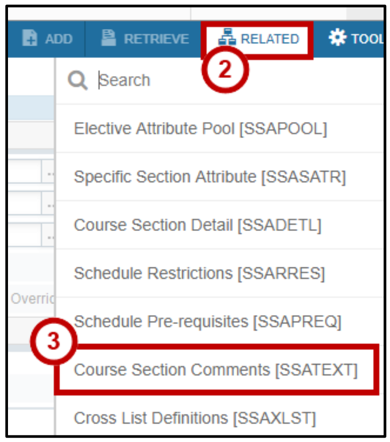


Figure 55 - Access Course Section Comments

4. The *Section Comment* page loads. Verify the course CRN (See Figure 56).
5. Click **Go** (See Figure 56)

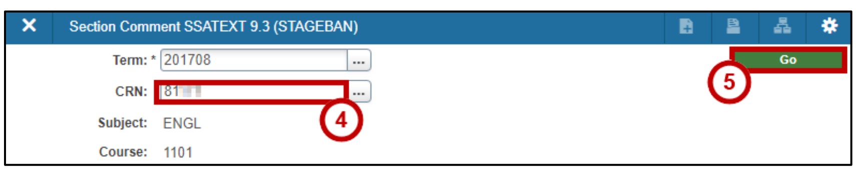


Figure 56 - Click Go

6. The *Section Text* fields appear. Using these fields, you can create Course Highlights for the section. This information can be about what students may expect from taking the course, or any other pertinent information (See Figure 60).
    a. **Section Text**: Enter a brief message regarding the course (See Figure 60).
    b. **Section Long Text**: Enter a more robust message describing the course (See Figure 60).

Note: Do not enter course prerequisite information in the section fields. It is recommended that text be typed in a word processor and spell checked prior to entry on this page.

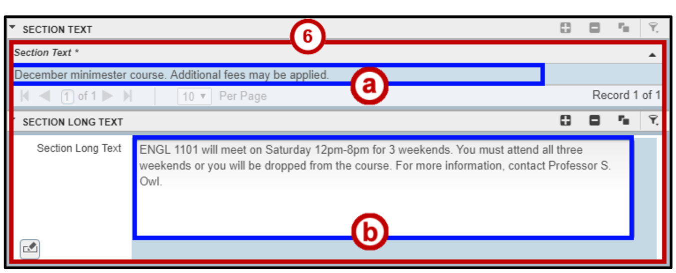


Figure 57 - Enter Course Highlights

7. Click the **Save** button or use function key **F10**.

Figure 58 – Save

Cross-Listed Courses

Any two or more courses that are taught in the same room at the same time and have identical meeting patterns should be cross-listed in Banner.

When cross-listed sections are identified, schedule builders shall notify the Registrar's Office of the cross-listed sections. The Registrar's Office will then set up an *identifier* to cross-list the sections.

Once the cross listed sections are set up, the identifier will appear on the course section in the Schedule (SSASECT) page in the **Cross List** field.

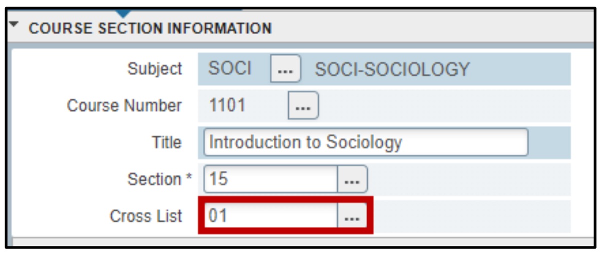


Figure 59 - Cross-Listed Course Identifier

Note: When adjusting the maximum seat limits in a crosslisted grouping, it is <u>important to notify the Registrar's Office</u> to increase the cross-list seat maximum. If the seat maximum is not adjusted, students will receive a "Closed Section –X" error when attempting to register.

Editing a Section

During the schedule building phase, you can make changes to a section after it has been created and saved. The following demonstrates how to cancel a section, change the part of term, change the instructor, and finally how to adjust the meeting pattern of a section:

Note: Once the schedule building phase ends, you will no longer be able to make changes to a section.

Accessing a Previously Created Section

If you know the course CRN and term, you can access the section as demonstrated below:

1. From the SSASECT page, enter the **term** in the *Term* field (See Figure 60).
2. Enter the course's **CRN** in the *CRN* field (See Figure 60).
3. Click the **Go** button to retrieve the course section (See Figure 60).

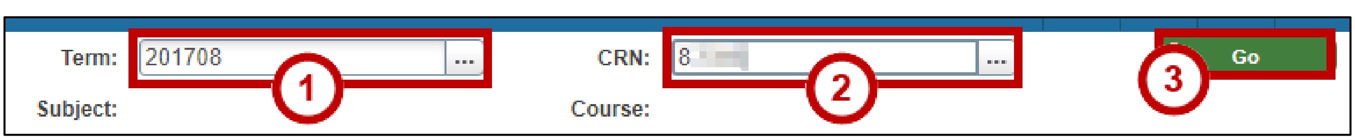


Figure 60 - Access Course Section

4. The section loads.

Search for a Previously Created Section

If you do not know a course CRN, you may search for it using the following steps:

1. From SSASECT, enter the **term code** in the *Term* field (See Figure 61).
2. Click the **search icon** ... next to the *CRN field* (See Figure 61).

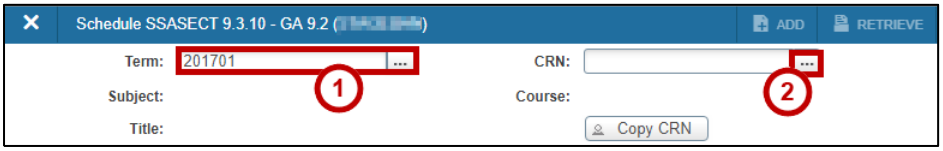


Figure 61 - Search for a Section from SSASECT

3. The *Schedule Section Query* page loads (See Figure 62).
   a. Enter the **Term** in the *term field* (See Figure 62).
   b. Click the **Add Another Field** button (See Figure 62).
   c. Select the **Subject** to search for. In this example, we will search for *ENGL* (See Figure 62).
   d. Click the **Add Another Field** button again (See Figure 62).
   e. Select the **course** to search for. In this example, we will search for *1101*(See Figure 62).
   f. Click **Go** to execute the query (See Figure 62).

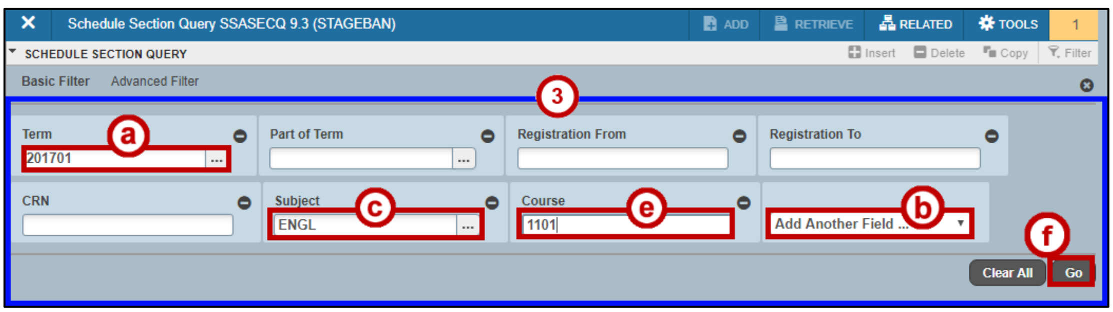


Figure 62 - Schedule Section Query Page

4. A *list of sections* for the term and course selected will be displayed (See Figure 63).
5. Use the **navigation arrows** to browse all sections (See Figure 63).
6. Navigate to the *course* you wish to select. Note the course's corresponding **Section** number (See Figure 63).

Note: The **Select** button at the bottom right corner of the screen does not auto-fill the *Section* field in SSASECT. You will need to input this manually.

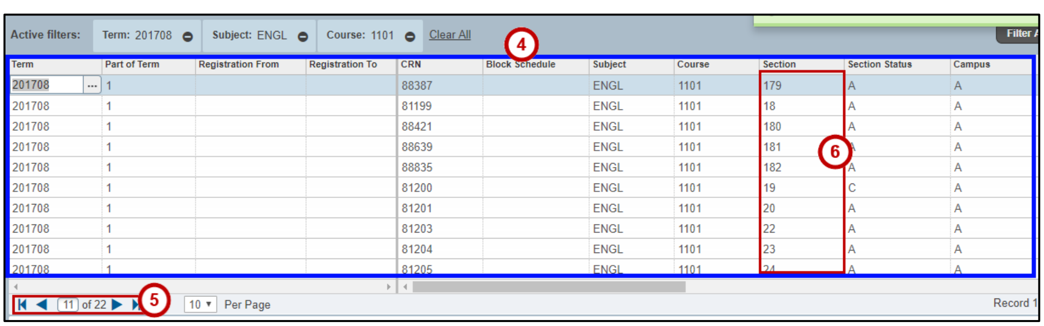


Figure 63 - View Sections

12. Click the **exit button** at the top left corner of the screen to return to SSASECT.

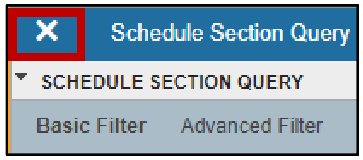


Figure 64 - Exit Section Query

Cancelling a Section

Cancelling a section requires removing the instructor, meeting patterns and enrollment.

1. From the course section schedule page, navigate to the *Meeting Times and Instructor* tab.
2. Locate the *Instructor* section. Click a **row** to select it (See Figure 65).
3. Using the **Delete** button, remove the instructor line (See Figure 65).

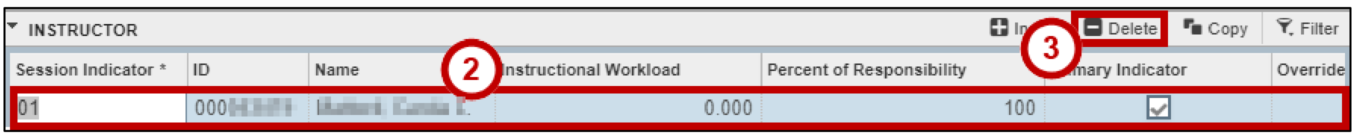


Figure 65 – Delete an Instructor

Note: The keyboard shortcut **Shift+F6** can be substituted for clicking the Delete button in all of the following steps. You <u>must</u> save your changes by pressing **F10** after each step.

4. Go to the *Schedule* section. Repeat the process in steps 2 through 3 above to remove all rows in this section.

5. Go to the *Section Enrollment Information* tab (See Figure 66).
6. Click the **Enrollment Details** tab (See Figure 66).
7. Enter **0** in the *Maximum*, *Waitlist Maximum*, and *Projected* fields (See Figure 66).

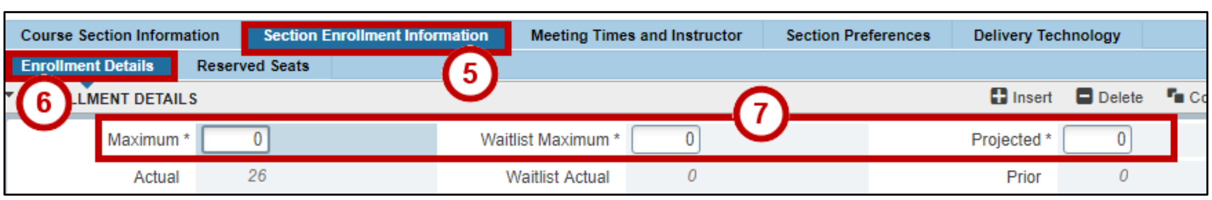


Figure 66 - Zero Out Enrollment

8. Navigate to the *Course Section Information* tab (See Figure 67).
9. Enter **C** in the *Status* field. (See Figure 67).

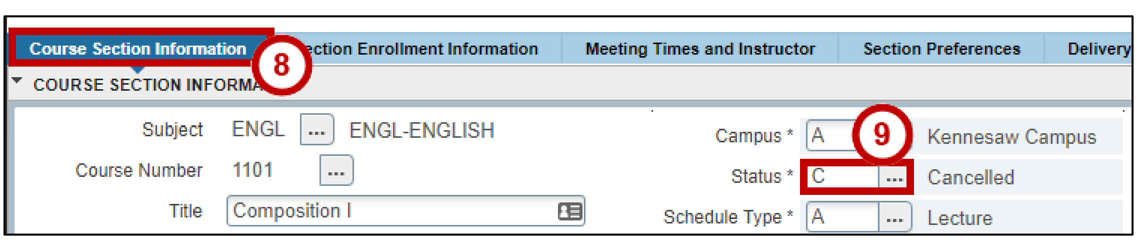


Figure 67 - Cancel Course Section

10. Click the **Save** button to save your changes.

Changing the Part of Term

Changing the part of term requires the Instructor and Meeting Patterns to be removed.

1. Navigate to the *Meeting Times and Instructor* tab.
2. Locate the *Instructor* section. Click a **row** to select it (See Figure 68).
3. Using the **Delete** button, remove the instructor line (See Figure 68).

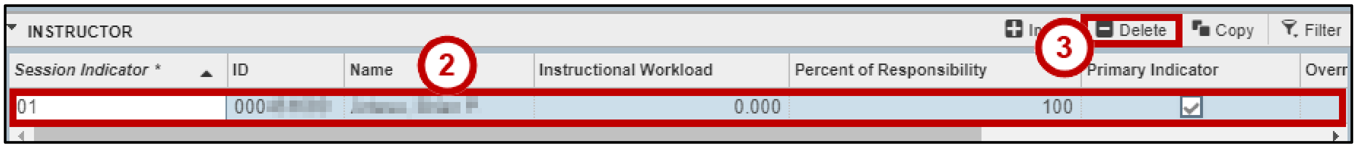


Figure 68 - Remove Instructor

4. Go to the *Schedule* section. Repeat the process in steps 2 through 3 above to remove all rows in this section.

5. Under the *Course Section Information* tab, change the **Part of Term**.

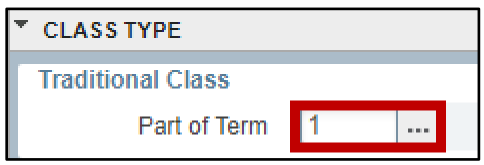


Figure 69 - Change Part of Term

6. Click the **Save** button to save your changes.
7. Return to the **Meeting Times and Instructor** tab (See Figure 70).
8. Reenter the **Meeting Patterns** and the **Instructor Information** (See Figure 70).

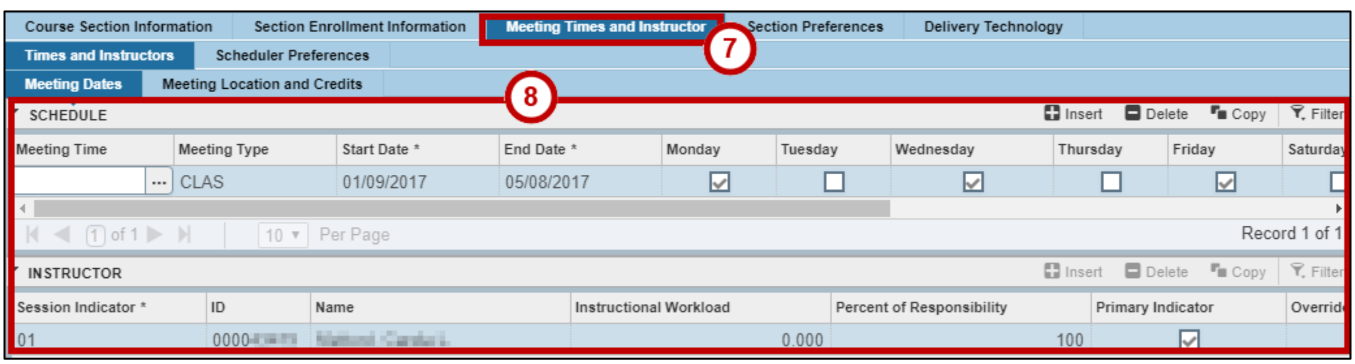


Figure 70 - Reenter Meeting Patterns and Instructor Information

9. Click the **Save** button to save your changes.

Changing the Instructor of Record

The following explains how to replace the instructor of a course section:

1. Navigate to the *Meeting Times and Instructor* tab.
2. Locate the *Instructor* section. From here, you can replace an instructor or add a second instructor.

3. To replace the instructor, click a **row** to select it (See Figure 71).
   a. Click the **Delete** button to remove the instructor line (See Figure 71).
   b. Click **Insert** to enter a new row and add a new instructor to the section (See Figure 71).

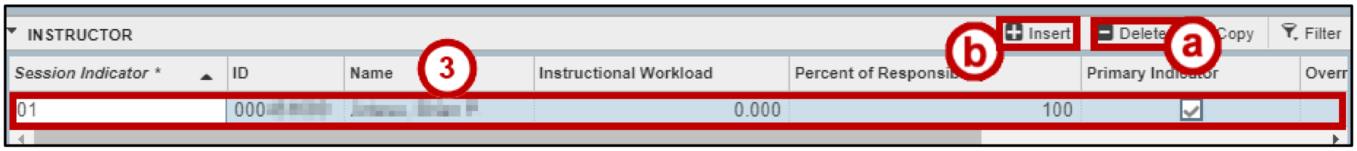


Figure 71 - Add a New Instructor

Note: For more information on assigning an instructor to a section, see *Add an Instructor to a Course Section* above.

4. To add a second instructor, click the **Insert** button.
5. With the new row, enter the instructor's **KSU ID number**.
6. Click the **Save** button to save your changes.

Changing the Meeting Pattern

1. Navigate to the *Meeting Times and Instructor* tab (See Figure 72).
2. Locate the *Schedule* block. Select the new **meeting pattern** (See Figure 72).

Note: For more information on configuring meeting patterns, see *Configure Meeting Times and Instructor*.

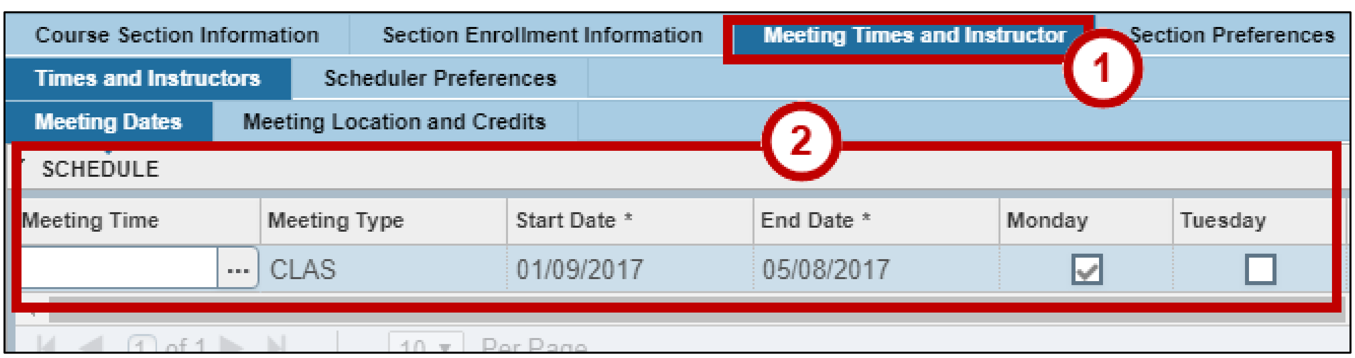


Figure 72 - Configure New Meeting Pattern

3. Click the **Save** button to save your changes.

Note: If a room is not available for the new meeting pattern, an error message will display. If this occurs, contact the Registrar's Office for further assistance.

Waitlisting

When a course is full, students can sign up for the course waitlist to automatically be notified if a seat opens. This section reviews waitlist policies and procedures, as well as how to view waitlists in Banner.

The following guidelines apply to waitlists:

- Waitlisted sections are available during registration;
- When a seat is offered to a student on the waitlist, they have 18 hours to register;
- All waitlists expire at the end of registration.

Students can see waitlists when searching for courses in OwlExpress. When a waitlisted course appears *open,* all open seats in the section are full. Students on the waitlist will be offered available seats as they become available.

OPEN ENGL 1101/06 - Composition I

CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
83	3.000	Full Term	25	25	0	5	0	0

Figure 73 - Waitlist Open

If the waitlist is *closed*, students are encouraged to keep checking the schedule of classes for the waitlist to open or register for another section.

CLOSED ENGL 1101/04 - Composition I

CRN	Credit Hrs	Part/Term	Capacity	Enrolled	Seats Available	Waitlist Capacity	Waitlist Count	Waitlist Availability
83	3.000	Full Term	26			50	50	0

Figure 74 - Waitlist Closed

Waitlists and Registration

Students must meet all prerequisite, co-requisite, and registration requirements to be eligible to waitlist. Note that time conflicts and repeat limits are not checked when waitlisting for a course.

Students can be waitlisted for multiple sections of the same course.

For courses with co-requisites, it is important the student register for both courses simultaneously to avoid pre-requisite and co-requisite registration errors.

Do not process a *closed course override* for a waitlisted course. The override compromises the waitlist integrity. For more information, see *Waitlists and Closed Course Overrides*.

Removal from a Waitlist
A student will be dropped from a waitlist if any of the following conditions are met:

- The student removes themselves from the waitlist;
- The student does not register before their waitlist registration expiration (18 hours from the emailed notification);
- The waitlist expires. All waitlists expire at the end of registration.
- The student's registration is cancelled for nonpayment.

Waitlists and Closed Course Overrides
Closed course overrides should never be used on a waitlisted course because it compromises the waitlist functionality.

Example: A seat is currently being offered to a student on the waitlist and another student receives a closed course override. When the student with the override registers for the seat, the student being offered the seat from the waitlist will not be able to register because that seat has been taken by the student receiving the override.

Note: Waitlisted courses may be reset to zero if the department does not want to waitlist the course any longer. The students already on the waitlist will remain in queue.

Viewing Waitlisted Students by Section
Academic departments may view the list of students and their priority on the waitlists, as well as view students who are being offered a seat on the waitlist.

The Waitlist Priority Management Page
The Waitlist Priority Management page (SFAWLPR) in Banner will display the list of students who are in the waitlist queue for a course section. The following demonstrates how to use SFAWLPR:

1. From the *SFAWLPR* page, enter the **Term** (See Figure 75).
2. Enter the **CRN** (See Figure 75).
3. Click **Go** (or use Alt-PGDN) to view the list of students on the waitlist (See Figure 75).

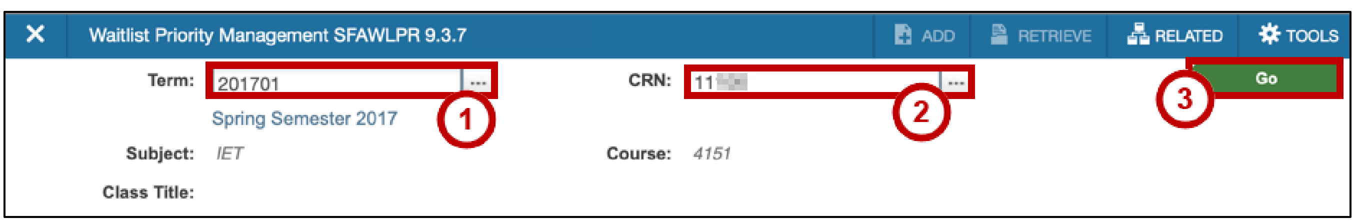


Figure 75 - Access Waitlist Priority Management

4. The waitlist will display the student ID and name as well as the **waitlist priority**.

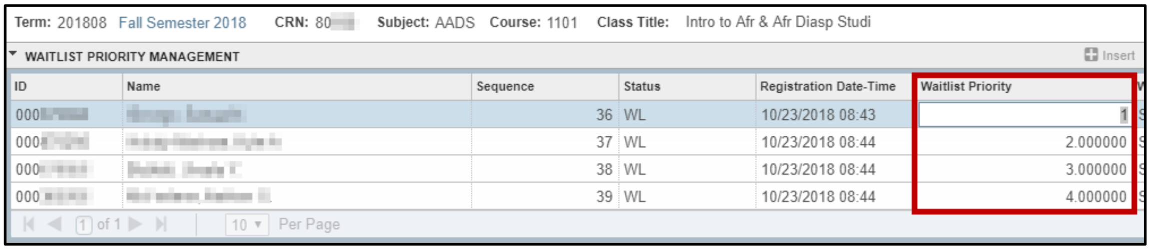


Figure 76 - Waitlist Priority

Viewing the Waitlist Notification Query

The Waitlist Notification Query page (SFIWLNT) will display the list of students who have been notified of an available seat. Included on this list will be the date and expiration status of expired notifications. The following demonstrates how to use SFIWLNT:

1. Enter the **Term** (See Figure 77).
2. Enter the **CRN** (See Figure 77).
3. Click **Go** or use Alt-PGDN to view the list of students on the waitlist (See Figure 77).

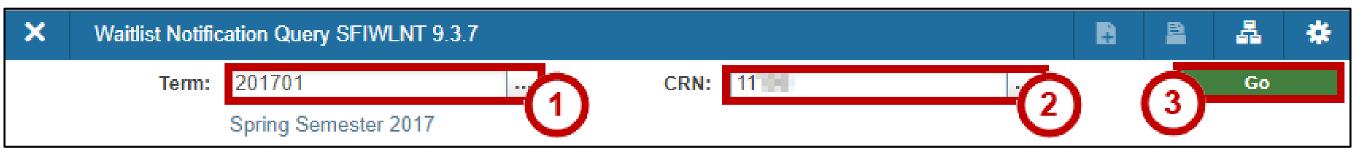


Figure 77 - Access Waitlist Notification Query

4. The waitlist will display the student ID and name as well as the waitlist status. There are three types of waitlist status (See Figure 78).
   a. **Registered:** The student has registered for the seat (See Figure 78).
   b. **Dropped**: The student was dropped from the waitlist because the notification expired (See Figure 78).
   c. **Pending:** The student has been notified of an available seat and has until the expired date and time to register for the seat (See Figure 78).

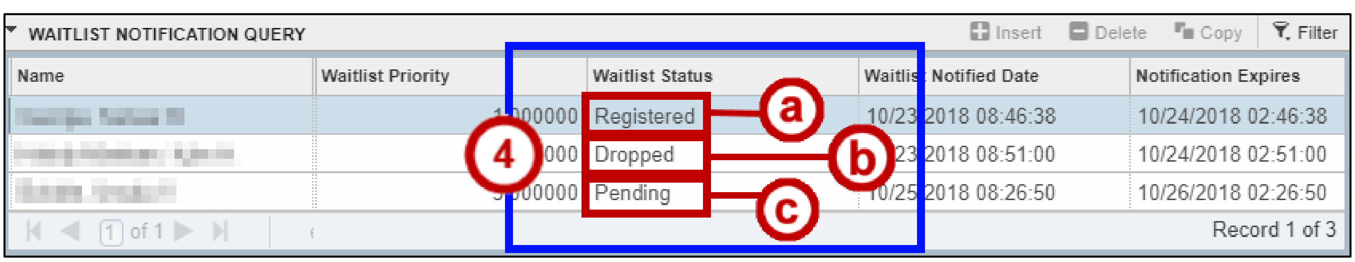


Figure 78 - Waitlist Status Types

KSU Connect

After the schedule building period ends, you can change instructors, adjust seats in course sections, and assign cost attributes to sections using *KSU Connect.* The following demonstrates how to access KSU Connect:

1. Navigate your browser to http://uits.kennesaw.edu/banner/.
2. The *Banner Student Information System page* loads. Click **KSU Connect**.

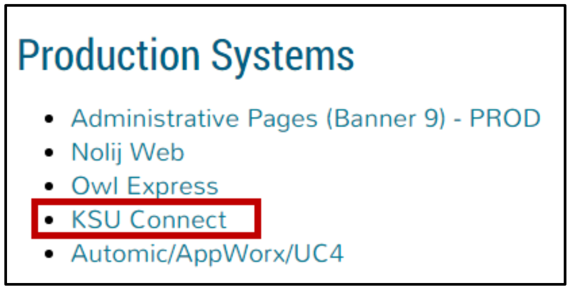


Figure 79 - Click KSU Connect

3. Enter your **NetID** and **password** (See Figure 80).
4. Then, click **Login** (See Figure 80).

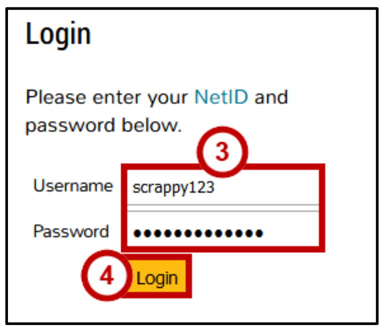


Figure 80 – Login Page

4. *KSU Connect* open. Click the **Banner Related** tab.

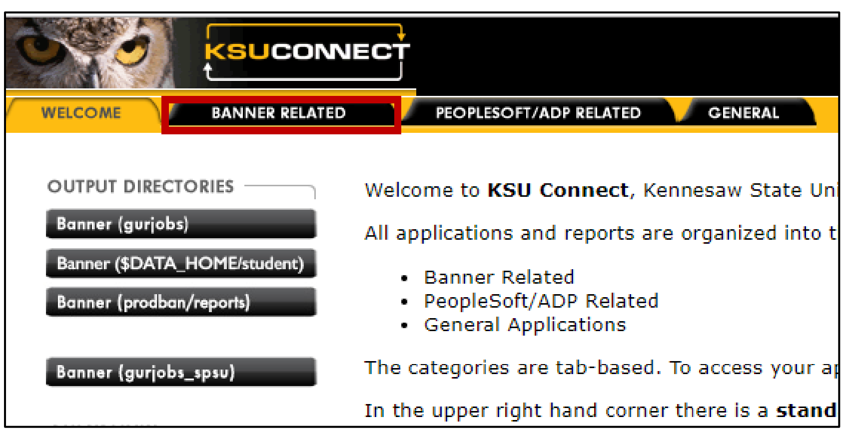


Figure 81 - KSU Connect Homepage

5. The *Banner Related* tab will open. Click the **Department Chairs** menu item.
6. From here, you can make seat adjustments to sections and to assign instructors after schedule building is closed.

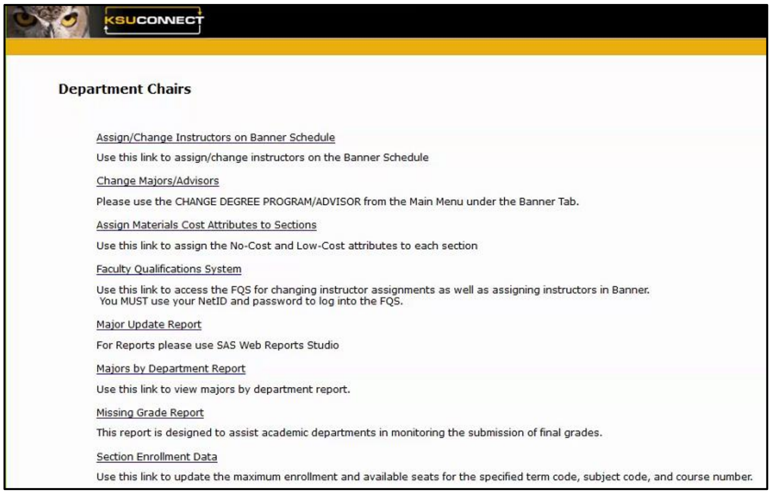


Figure 82 - Department Chairs Menu Item

Assign or Change Instructors

1. Under the *Department Chairs* menu item, click **Assign/Change Instructors on Banner Schedule**.

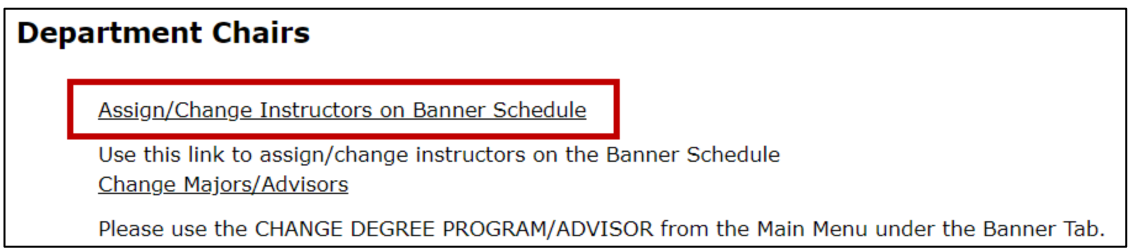


Figure 83 - Assign/Change Instructors on Banner Schedule

2. The *Customize Banner Schedule Update* page loads. Select the **Academic Department** (See Figure 84).
3. Click **Run Dynamic Page** (See Figure 84).

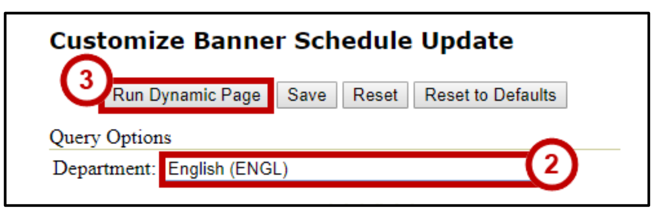
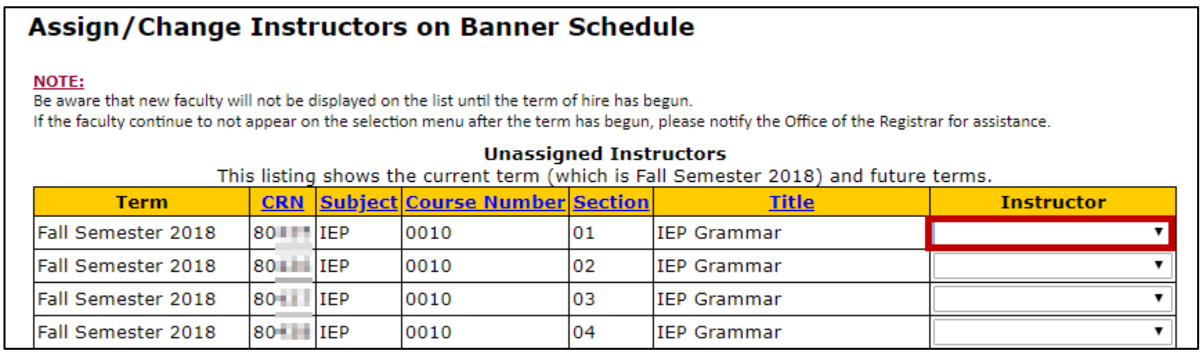


Figure 84 - Run Dynamic Page

4. The *Assign/Change Instructors on Banner Schedule* page is displayed. Select one of the following actions:
   a. **Unassigned Instructors –** View instructors that have not been assigned to a section (See Figure 85).
   b. **Change Instructors –** Change the instructor for a section (See Figure 85).

Figure 85 - Select Instructor Assignment Action

5. A list of sections will be displayed. Click the **drop-down** and select the appropriate instructor. *Figure 86* below demonstrates assigning an instructor to a course without an assigned instructor:



Assign/Change Instructors on Banner Schedule

NOTE:
Be aware that new faculty will not be displayed on the list until the term of hire has begun.
If the faculty continue to not appear on the selection menu after the term has begun, please notify the Office of the Registrar for assistance.

Unassigned Instructors
This listing shows the current term (which is Fall Semester 2018) and future terms.

Term	CRN	Subject	Course Number	Section	Title	Instructor
Fall Semester 2018	80[illegible]	IEP	0010	01	IEP Grammar	
Fall Semester 2018	80[illegible]	IEP	0010	02	IEP Grammar	
Fall Semester 2018	80[illegible]	IEP	0010	03	IEP Grammar	
Fall Semester 2018	80[illegible]	IEP	0010	04	IEP Grammar	

Figure 86 – Assign Instructor

6. Once your selections have been made, click the **Update Changes** button located at the bottom of the screen.

Figure 87 - Click Save Changes Button

Section Enrollment Data

1. From the *Department Chairs* menu item, click **Section Enrollment Data.**

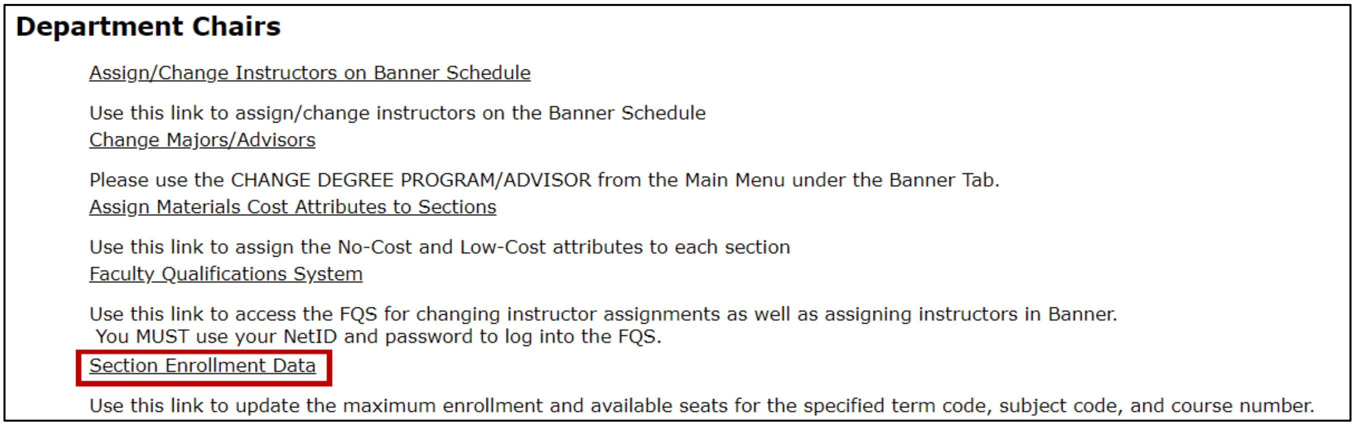


Figure 88 - Section Enrollment Data

2. The *Section Enrollment Data* page opens. From the drop-down menu, select the **term** (See Figure 89).
3. Click **Select Term** (See Figure 89).

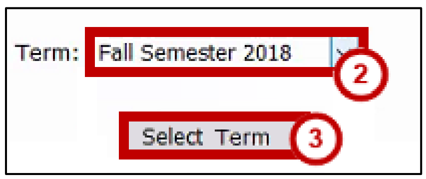


Figure 89 - Select Term

4. From the drop-down menu, select the **Subject** (See Figure 90).
5. Click **Select Subject** (See Figure 90).

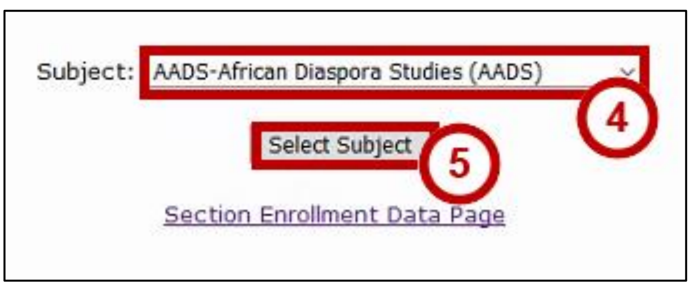
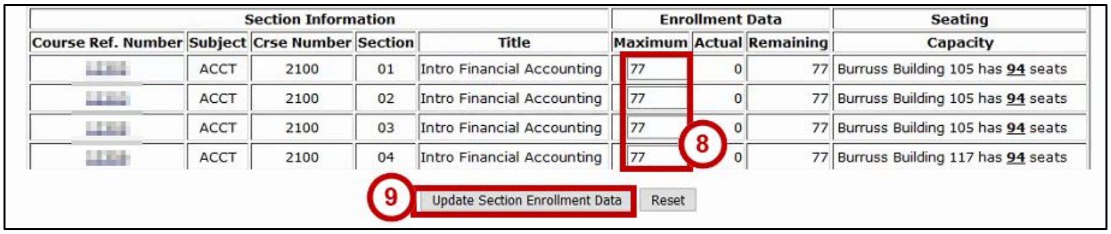


Figure 90 - Select Subject

6. Select the **Course Number**.
7. The *list of sections* displays.

8. Under the *Enrollment Data* column, change **the maximum enrollment** for the desired sections (See Figure 91).
9. Click **Update Section Enrollment Data** to save your changes (See Figure 91).



Section Information					Enrollment Data			Seating
Course Ref. Number	Subject	Crse Number	Section	Title	Maximum	Actual	Remaining	Capacity
[illegible]	ACCT	2100	01	Intro Financial Accounting	77	0	77	Burruss Building 105 has **94** seats
[illegible]	ACCT	2100	02	Intro Financial Accounting	77	0	77	Burruss Building 105 has **94** seats
[illegible]	ACCT	2100	03	Intro Financial Accounting	77	0	77	Burruss Building 105 has **94** seats
[illegible]	ACCT	2100	04	Intro Financial Accounting	77	0	77	Burruss Building 117 has **94** seats

Figure 91 - Configure Maximum Enrollment

10. The section enrollment data is updated.

Assign Materials Cost Attributes to Sections

1. Under the *Department Chairs* menu item, click **Assign Materials Cost Attributes to Sections**.

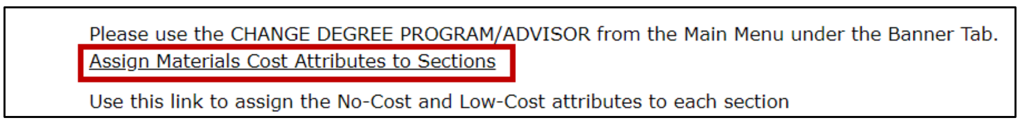


Figure 92 - Assign Materials Cost Attributes to Sections

2. The *Required Materials Cost Attributes* page loads. Review the **guidelines** for No-Cost and Low-Cost designations (See Figure 93).

3. Then, select the following **criteria** (See Figure 93):
   a. **Term** – Enter the appropriate term (See Figure 93).
   b. **Department –** Select the department the course belongs to (See Figure 93).
   c. **Subject –** Select the course subject (for example, ENGL) (See Figure 93).
   d. **Show only sections that have not been evaluated** – Click to view sections that do not have an assigned No-Cost/Low-Cost designation (See Figure 93).

4. Click **Next** (See Figure 93).

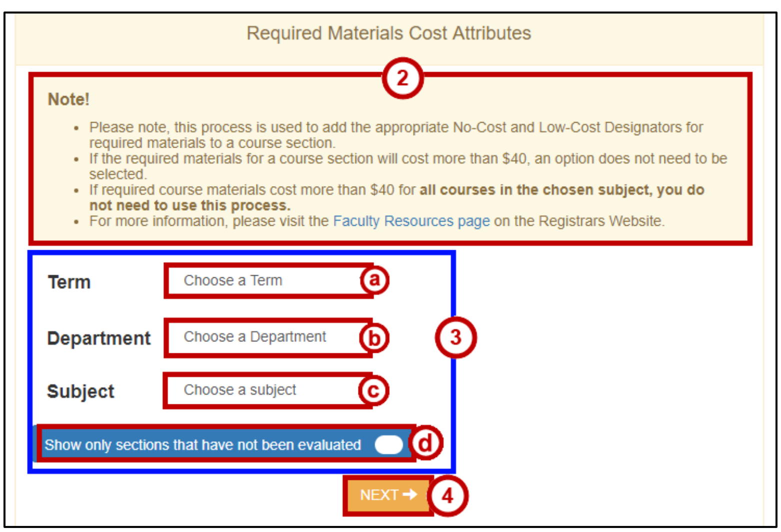


Figure 93 – Select Term, Department and Subject

5. The *search results* load (See Figure 94).
   a. Click the **drop-down menu** next to the appropriate course to select the cost attribute for the section (See Figure 94).

Note: To remove a No-Cost or Low-Cost designation, select **Cost Attribute Not Required** from the drop-down menu.

   b. *Optional*: Click **Next** to show the next set of sections (See Figure 94).
   c. *Optional*: Click **Select New Criteria** to select another set of course subjects, if needed (See Figure 94).

Note: It is best to leave the cost attribute blank if you do not know for certain if a course is No-Cost or Low-Cost. <u>The designation cannot be changed once the schedule of classes is made public</u>.

6. Once you changes are complete, scroll to the bottom of the list. Click **Submit** (See Figure 94).

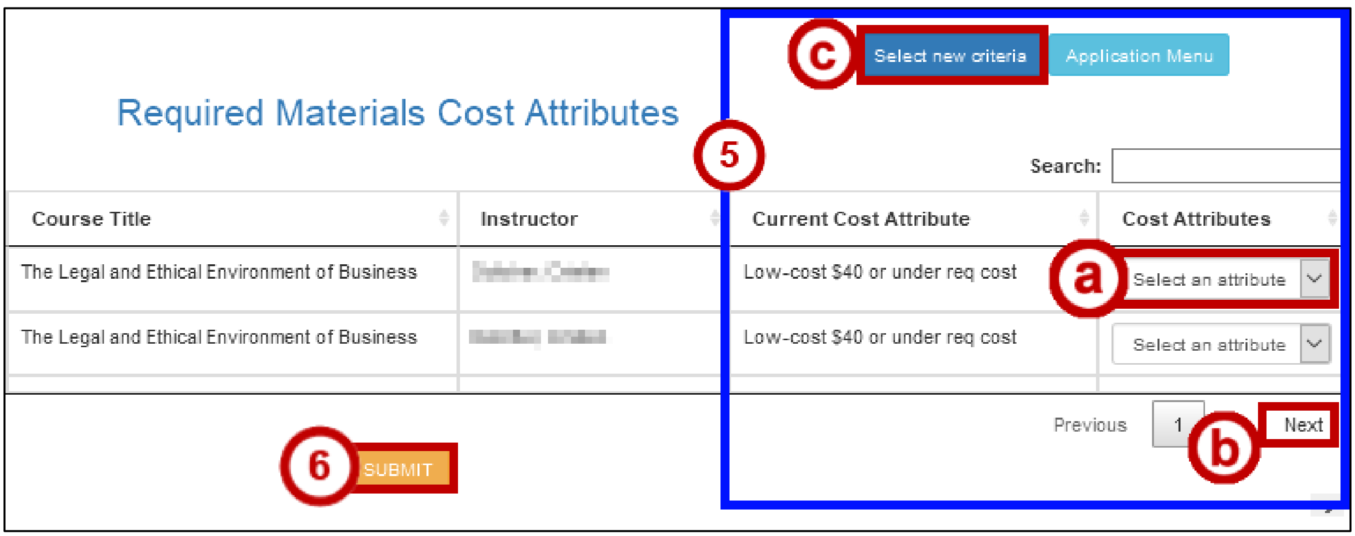


Figure 94 - Set Course Materials Cost Attributes

7. Your changes to the section are applied.

SSASECT Quick Reference Sheet

Use this quick reference sheet to create course sections.

<table>
<tr><th colspan="3">Term Codes</th></tr>
<tr><td>08 - Fall Semester</td><td>01 – Spring Semester</td><td>05 – Summer Semester</td></tr>
<tr><th colspan="3">Part of Term Codes</th></tr>
<tr><td colspan="1">Fall and Spring Part of Term
• 1 – Full Term
• 10 – Learning Communities
• 7A – Seven Week Session I
• 7B – Seven Week Session II</td><td colspan="2">Summer Part of Term
• TEN – 10-Week Session
• 5 – May Session
• 8 – Eight Week Session
• 10 – Learning Communities
• 6A – Summer I Six Week Session
• 3 – Summer I Four Week Session
• 4 – Summer II Four Week Session</td></tr>
</table>

Figure 95 - Term and Part of Term Codes

On-Campus Course Setup

- **Section Code**: Enter *01*. No additional code is required.
- **Campus Code**: Enter *A, M, P, G, C, or D.*
- **Instructional Method**: Enter *L – Traditional Face to Face* (added coding effective Spring 2017).
- **Schedule Type**: Depends on the type of class. Click the search icon for options.
- **Session**: Enter *A – On Campus*, in an assigned space, or *B – Unassigned Space* if no space is required.
- **Part of Term**: Enter the *part of term*.
- **Meeting Pattern**: Enter the section *meeting type(s)* and *meeting time(s)*.

Online Course Setup

- **Section Code**: Enter a *W* in the first character of this code: W01, W02.
- **Campus Code**: Enter *O* - Online Course.
- **Instructional Method**: Enter one of the following:
  - *F* – 95% Online
  - *E* – Entirely Online 100%
- **Schedule Type**: Depends on the type of class. Click the search icon for options.
- **Session**: Enter *B* – in an unassigned space.
- **Part of Term**: Enter the *part of term*.
- **Meeting Pattern**: Enter *ONLN* as the meeting type. Leave the meeting times and location blank.
- **Room Attribute**: Enter *01* if an on-campus final exam is required (OCFE).

Hybrid Course Setup

- **Section Code**: Enter *01*. No additional code is required.
- **Campus Code**: Enter *A, M, P, G, C, or D.*
- **Instructional Method**: Enter one of the following:
    - *H* – Hybrid 50%
    - *H3* – Hybrid 33%
    - *H6* – Hybrid, 66%
- **Schedule Type**: Depends on the type of class. Click the search icon for options.
- **Session**: Enter *A* – on campus, in an assigned space.
- **Part of Term**: Enter the *part of term*.
- **Meeting Pattern**: Enter the following meeting types:
    - **Meeting Type Line 1** – Enter *CLAS.* Then, select the session's on-campus meeting day(s) and time.
    - **Meeting Type Line 2** – Enter *ONLN.* Do not select any meeting days or times.
- **Room Attribute**: Enter *01* if an on-campus final exam is required (OCFE).

Banner Keyboard Shortcuts

Use the following shortcuts to quickly navigate around Banner Administrative Pages.

Banner Keyboard Shortcuts

The following table lists the keyboard shortcuts that you can use to navigate through Banner versions 8 and 9. Actions with new or updated keyboard combinations in Banner 9 are indicated by bold entries.

Action	Banner 8	Banner 9
Application Navigator		
Access Help	Banner 9 keyboard shortcuts will work in Banner 8 if you are running Banner 8 with Application Navigator and have applied the keyboard shortcut configuration settings.	CTRL+M
Access Menu		CTRL+Y
Display recently opened items		CTRL+SHIFT+L
Search		CTRL+SHIFT+Y
Sign out		CTRL+SHIFT+F
Banner Document Management (BDM)		
Add BDM Documents	Icon or Menu	ALT+A
Retrieve BDM Documents	Icon or Menu	ALT+R
Cancel Page, Close Current Page, or Cancel Search/Query (in Query mode)	CTRL+Q	CTRL+Q
Change MEP Context	Not applicable	ALT+SHIFT+C
Choose/Submit	ENTER	ENTER
Clear All in Section	SHIFT+F5	SHIFT+F5
Clear One Record	SHIFT+F4	SHIFT+F4
Clear Page or Start Over	SHIFT+F7	F5
Count Query	SHIFT+F2	SHIFT+F2
Delete Record	SHIFT+F6	SHIFT+F6
Down/Next Record	Down Arrow	Down Arrow
Duplicate Item	F3	F3
Duplicate Selected Record	F4	F4
Edit	CTRL+E	CTRL+E
Execute Filter Query	F8	F8
Exit	CTRL+Q	CTRL+Q
Expand/Collapse Drop-down Field	Click field	ALT+Down Arrow
Export	Extract Data with Key or Extract Data no Key	SHIFT+F1
First Page	Not applicable	CTRL+Home

Action	Banner 8	Banner 9
Insert/Create Record	F6	F6
Last Page	Not applicable	CTRL+End
List of Values	F9	F9
More Information	ALT+H	CTRL+SHIFT+U
Next Field or Item	Tab	Tab
Next Page Down	Page Down	Page Down
Next Section	CTRL+Page Down	ALT+Page Down
Open Menu Directly	F5	CTRL+M
Open Related Menu	Not applicable	ALT+SHIFT+R
Open Tools Menu	Not applicable	ALT+SHIFT+T
Page Tab 1 **Page Tab 2** **and so on**	Not applicable	CTRL+SHIFT+1 CTRL+SHIFT+2 and so on
Previous Field or Item	SHIFT Tab	SHIFT Tab
Previous Page Up	Page Up	Page Up
Previous Section	CTRL+Page Up	ALT+Page Up
Print	SHIFT+F8	CTRL+P
Refresh or Rollback	SHIFT+F7	F5
Save	F10	F10
Search or Open Filter Query	F7	F7
Select on a Called Page	CHIFT+F3	ALT+S
Toggle Multi/Single Records View	Not applicable	CTRL+G
Up/Previous record	Up Arrow	Up Arrow
Workflow		
Release Workflow	Icon or Menu	ALT+Q
Submit Workflow	Icon or Menu	ALT+W

Fall and Spring Schedule Blocks

Time
8:00 AM
9:00 AM
10:00 AM
11:00 AM
12:00 PM
1:00 PM
2:00 PM
3:00 PM
4:00 PM
5:00 PM
6:00 PM
7:00 PM
8:00 PM
9:00 PM

Block A
MWF
Before 3:30 PM - 50 mins, 3 Days a Week
3:30 PM Forward - 75 mins, 2 Days a Week

Start Time	End Time
8:00 AM	8:50 AM
9:05 AM	9:55 AM
10:10 AM	11:00 AM
11:15 AM	12:05 PM
12:20 PM	1:10 PM
1:25 PM	2:15 PM
2:30 PM	3:20 PM
* 3:30 PM	4:45 PM
5:00 PM	6:15 PM
6:30 PM	7:45 PM
8:00 PM	9:15 PM

Block B
TR

Start Time	End Time
8:00 AM	9:15 AM
9:30 AM	10:45 AM
11:00 AM	12:15 PM
12:30 PM	1:45 PM
2:00 PM	3:15 PM
3:30 PM	4:45 PM
5:00 PM	6:15 PM
6:30 PM	7:45 PM
8:00 PM	9:15 PM

Block C
One Day a Week

MWF Options		*TR Options*	
Start Time	End Time	Start Time	End Time
		8:00 AM	10:45 AM
9:30 AM	12:15 PM	11:00 AM	1:45 PM
12:30 PM	3:15 PM	2:00 PM	4:45 PM
3:30 PM	6:15 PM	5:00 PM	7:45 PM
6:30 PM	9:15 PM	8:00 PM	10:45 PM

* Beginning at 3:30pm in Block A, sections are offered on a seventy-five minute two day a week meeting schedule

Legend
M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

Summer Schedule Blocks

10-Week (TEN)		
2-Week (5)	8-Week (8)	
2-Week (5)	4-Week (3)	4-Week (4)
	6-Week (6A)	

Block 2A May Session			**Block 2B May Session**			**Block 4 4-Week Session**	
MTWRF			**MTWR**			**MTWR**	
285 Minute Classes			315 Minute Classes			165 Minute Classes	
Start Time	**End Time**		**Start Time**	**End Time**		**Start Time**	**End Time**
8:00 AM	12:45 PM		8:00 AM	1:15 PM		8:00 AM	10:45 AM
9:00 AM	1:45 PM		9:00 AM	2:15PM		11:00AM	1:45 PM
9:30 AM	2:15 PM		10:00 AM	3:15 PM		2:00 PM	4:45 PM
10:00 AM	2:45 PM		1:00 PM	6:15 PM		5:00 PM	7:45 PM
12:00 PM	4:45 PM		5:00 PM	10:15 PM		6:00 PM	8:45 PM
1:00 PM	5:45 PM					8:00 PM	10:45 PM
2:00 PM	6:45 PM						
5:00 PM	9:45 PM						
*includes 30 minute break			*includes 30 minute break			*includes 15 minute break	

Block 6A 6-Week Session		Block 6B 6-Week Session		Block 8 8-Week Session		Block 10 10-Week Session	
MW/TR		**MWF**		**MW/TR**		**MW/TR**	
235 Minute Classes		150 Minute Classes		165 Minute Classes		120 Minute Classes	
Start Time	**End Time**	**Start Time**	**End Time**	**Start Time**	**End Time**	**Start Time**	**End Time**
8:00 AM	11:55 AM	8:00 AM	10:30 AM	8:00 AM	10:45 AM	8:00 AM	10:00 AM
12:00 PM	3:55 PM	12:00 PM	2:30 PM	11:00AM	1:45 PM	10:30 AM	12:30 PM
4:00 PM	7:55PM	4:00 PM	6:30 PM	2:00 PM	4:45 PM	1:00 PM	3:00 PM
5:00 PM	8:55 PM	5:00 PM	7:30 PM	5:00 PM	7:45 PM	5:00 PM	7:00 PM
				8:00 PM	10:45 PM	7:30 AM	9:30 PM
*includes 30 minute break		*includes 15 minute break		*includes 15 minute break			

Legend: M=Monday, T=Tuesday, W=Wednesday, R=Thursday, F=Friday, S=Saturday, U=Sunday

Time Conversion Chart

Reference the following chart when entering course start and end times.

AM/PM Format	24 Hour Format
1:00 AM	0100
2:00 AM	0200
3:00 AM	0300
4:00 AM	0400
5:00 AM	0500
6:00 AM	0600
7:00 AM	0700
8:00 AM	0800
9:00 AM	0900
10:00 AM	1000
11:00 AM	1100
12:00 AM	1200
1:00 PM	1300
2:00 PM	1400
3:00 PM	1500
4:00 PM	1600
5:00 PM	1700
6:00 PM	1800
7:00 PM	1900
8:00 PM	2000
9:00 PM	2100
10:00 PM	2200
11:00 PM	2300
12:00 PM	2400

Version Updates

January 2016
The 10-Week Session will use the part of term code '1' as a full term.
See September 2018 edit notes.

January 2017
Instructional Method: The addition of T – Face to Face (some online enhancement)

January 2018
Instructional Methods – Added online instructional method codes:
H3 - Hybrid 33% Online
H6 – Hybrid 66% Online

September 2018
Converted to a new meeting pattern grid
Documentation updated to Banner 9 Application Navigator
The 10-Week Session will use the code " TEN."

Additional Help

For Banner access, security forms, resources, and FAQs, visit the UITS Banner website at http://uits.kennesaw.edu/banner/.

For assistance accessing Banner and section building pages, email bannerforms@kennesaw.edu.

For training inquiries, please contact Danielle Herrington or David Rogerson:

Danielle Herrington
Email: dherrin8@kennesaw.edu
David Rogerson
Email: drogerso@kennesaw.edu

For additional support, please contact the KSU Service Desk:

KSU Service Desk for Faculty & Staff
Phone: 470-578-6999
Email: service@kennesaw.edu
Website: http://uits.kennesaw.edu
KSU Student Helpdesk
Phone: 470-578-3555
Email: studenthelpdesk@kennesaw.edu
Website: http://uits.kennesaw.edu