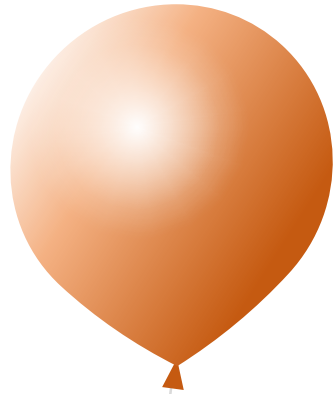


A First Look at Banner 9

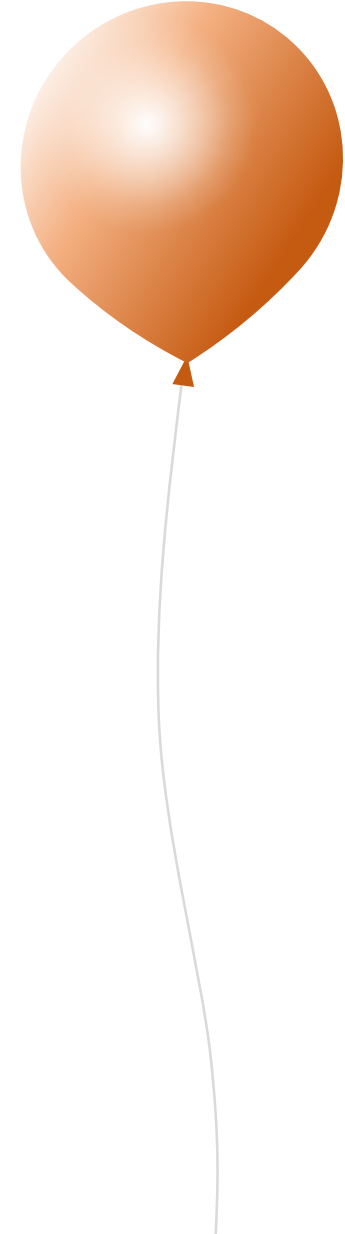


BASIC CLASS SCHEDULING INSTRUCTIONS

Featuring Banner 9

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CLASS SCHEDULE DEADLINES

You will receive this information by email each summer for the next academic year.

It can also be found online under R>Registration>For Academic Depts>Scheduling

Includes: Class Schedule deadlines, Textbook deadlines, when Registration Appointments begin, when Registration begins

Class Schedule Deadlines

2018-2019 Academic Year 6/2/17

SPRING SEMESTER 2018 (201830)

Full Sem (pot 1)=Jan 8-Apr 27; Blk 1 (pot 2)=Jan 8-Mar 2; Blk 2 (pot 3)=Mar 12-Apr 27

1-Departments enter Spring Schedule into Banner: **July 31-October 13, 2017**

(Your access will not be turned off at all—you can continue to make your own changes)

*2-Textbook order must be provided to the Bookstore: **October 1, 2017**

3-Spring Online Class Schedule available: **October 16, 2017**

Please check for accuracy (especially 'Part of Term=pot' and 'Instructional Method' which are difficult to fix after registration begins)

4-Spring registration appointments available to view online: **October 30, 2017**

5-Spring registration begins: **November 6, 2017**

SUMMER TERM 2018 (201910)

Full Sem (pot 1)=May 7-Aug 17; Blk 1 (pot 2)=May 7-June 22; Blk 2 (pot 3)=June 25-Aug 17

1-Departments enter Summer Schedule into Banner: **November 27, 2017-March 9, 2018**

(Your access will not be turned off at all—you can continue to make your own changes)

*2-Textbook order must be provided to the Bookstore: **March 1, 2018**

3-Summer Online Class Schedule available: **March 12, 2018**

Please check for accuracy (especially 'Part of Term=pot' and 'Instructional Method' which are difficult to fix after registration begins)

4-Summer registration appointments available to view online: **March 26, 2018**

5-Summer registration begins: **April 2, 2018**

FALL SEMESTER 2018 (201920)

Full Sem (pot 1)=Aug 27-Dec 14; Blk 1 (pot 2)=Aug 27-Oct 18; Blk 2 (pot 3)=Oct 22-Dec 14

1-Departments enter Fall Schedule into Banner: **November 27, 2017-March 16, 2018**

(Your access will not be turned off at all—you can continue to make your own changes)

*2-Textbook order must be provided to the Bookstore: **April 1, 2018**

3-Fall Online Class Schedule available: **March 19, 2018**

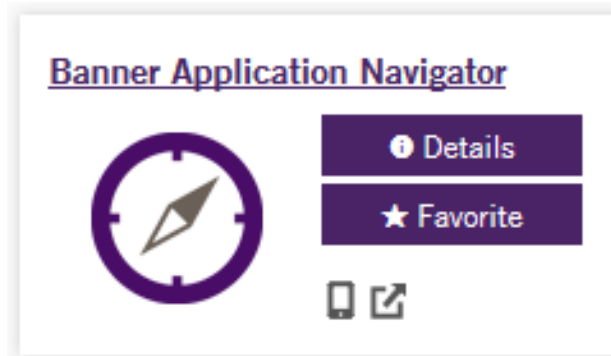
Please check for accuracy (especially 'Part of Term=pot' and 'Instructional Method' which are difficult to fix after registration begins)

4-Fall registration appointments available to view online: **April 2, 2018**

5-Fall registration begins: **April 9, 2018**

LOG IN TO Banner 9

- Log in to your eWeber Portal
- Choose the 'Banner Application Navigator' app



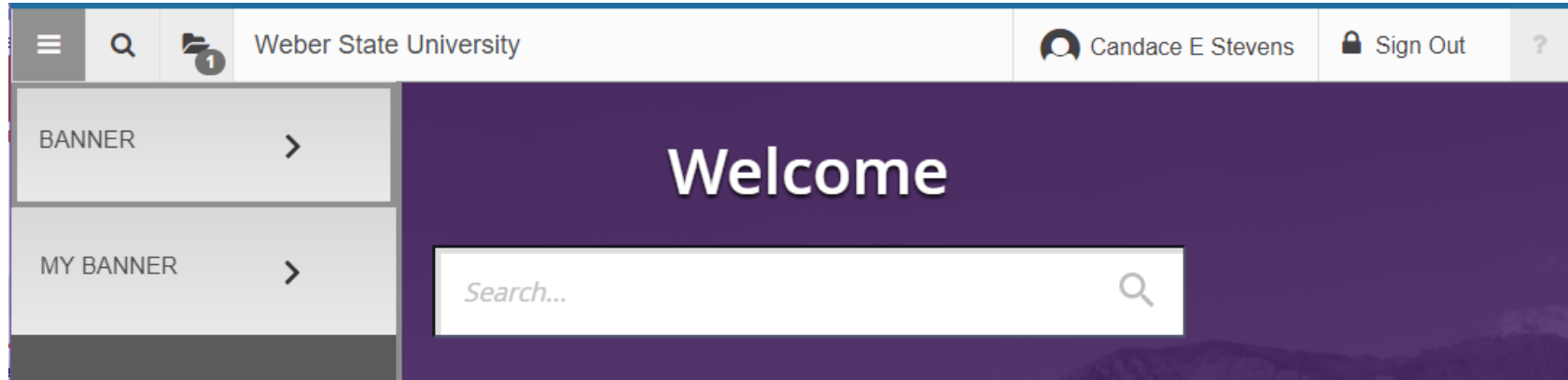
- If you are new to WSU and need access to the Banner System, have your supervisor request access for you using the 'Security Access' app in their portal.




If you should get an 'expired user' error when first trying to get into Banner 9, go back to Banner 8 and change your password.

THE MENU in Banner 9

<https://banneradm.weber.edu/applicationNavigator/seamless>



Menu icon: 

Search icon:  You can enter 'SSASECT' or the word 'Schedule'.
Search is also in the middle of the screen.

Recently Opened icon: 

Help: 

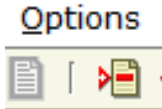
Banner 9 NAVIGATION

Banner 8 (instead of):

Next Block:  →

Rollback:  →

Remove Record:  →

Options:  →

Save (at top menu bar):  →

File:  →

Down arrow (search):  →


Banner 9 (do now):

Go:  OR 


Start Over: 

Delete: 

Related: 

Save (bottom right): 

Tools: 

Search on a field: 

Bottom right: 

ADDING CLASSES USING Banner 9

View the differences



SSASECT

SSASECT 1

Close Schedule SSASECT 9.3.3 (BTST) File Print Settings

Term: 201830 ... CRN: ... Go

Subject: Course: Copy CRN

Title: Create CRN

Get Started: Fill out the fields above and press Go.

- Fill out the 'Term'
- Click on 'Create CRN'

SSASECT 2

COURSE SECTION INFORMATION TAB

✕ Schedule SSASECT 9.3.3 (BTST) ADD RETRIEVE RELATED TOOL

Term: 201830 CRN: ADD Subject: ENGL Course: 1010 Title: EN Introdct College Writing Start Over

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

▼ COURSE SECTION INFORMATION Insert Delete Copy Filter

Subject *	ENGL ... ENGLISH	Campus *	WSU ... WSU Main	Grade Mode	...
Course Number *	1010 ...	Status *	A ... Active	Session	...
Title	EN Introdct College Writing	Schedule Type *	LEC ... Lecture	Special Approval	...
Section *	0 ...	Instructional Method	FTF ... Face-to-Face	Duration	... <input type="checkbox"/> Override Duration
Cross List	...	Integration Partner	WEBCT ... WebCT Vista		

▼ CLASS TYPE Insert Delete Copy Filter

Traditional Class

Part of Term

▼ CREDIT HOURS Insert Delete Copy Filter

Credit Hours

Credit Hours	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	Lecture	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>
Credit Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or			Lecture Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		
Billing Hours	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	Lab	<input type="text" value="0.000"/>	<input type="text"/>	<input type="text"/>
Billing Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or			Lab Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		
Contact Hours	<input type="text" value="3.000"/>	<input type="text"/>	<input type="text"/>	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Hours Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or			Other Indicator	<input checked="" type="radio"/> None <input type="radio"/> To <input type="radio"/> Or		

- ‘Save’ (at the bottom right)
- Then will have a CRN (at the top)

SSASECT 3

SECTION ENROLLMENT INFORMATION TAB

The screenshot displays the 'Section Enrollment Information' tab for 'Schedule SSASECT 9.3.3 (BTST)'. The course details are: Term: 201830, CRN: 30423, Subject: ENGL, Course: 1010, Title: EN Introduct College Writing. The 'Enrollment Details' sub-tab is selected and highlighted with a red box. The 'Waitlist Maximum' field is also highlighted with a red box and contains the value '100'. Other fields include 'Maximum' (40), 'Projected' (0), 'Actual' (0), 'Waitlist Actual' (0), 'Remaining' (0), 'Waitlist Remaining' (100), and 'Generated Credit Hours' (0.000). A 'Reserved' checkbox is present but unchecked. Action buttons for 'Insert', 'Delete', 'Copy', and 'Filter' are visible at the top right of the enrollment details section.

Maximum *	40	Waitlist Maximum *	100	Projected *	0
Actual	0	Waitlist Actual	0	Prior	0
Remaining	0	Waitlist Remaining	100	<input type="checkbox"/> Reserved	
Generated Credit Hours	0.000				

- Make sure you are on the 'Enrollment Details' tab.
- Enter the 'Maximum' amount of students that can register for the class.
- **New Rule: For 'Waitlisting', all reasonable courses will have a maximum of 100 (for data and assessment purposes).**

SSASECT 4

MEETING TIMES and INSTRUCTOR

MEETING DATES Tab

Term: 201820 CRN: 25508 Subject: ENGL Course: 1010 Title: EN Introduct College Writing Start Over

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

▼ SCHEDULE Insert Delete Copy Filter

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	08/28/2017	12/15/2017	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0700	1000	01

10 Per Page Record 1 of 1

▼ INSTRUCTOR Insert Delete Copy Filter

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

10 Per Page Record 1 of 1

- Use your keyboard **Tab** key to pull over the Start and End Dates
- **Check** the days of the week that the class will be taught
- Enter the **Start and End Time**
- **(Tab key to get the dates to come over but leave fields for days, times, building, and rooms blank for TBA sections (to be arranged)).**



This can be a bit confusing: the **Meeting Dates** Tab and the **Meeting Location and Credits** Tab are really just one long block. If you keep using your tab key you'll keep scrolling farther along OR you can use those two tabs to navigate. This slide and the next are really pictures of the one long block.

SSASECT 4 cont.

MEETING TIMES and INSTRUCTOR

MEETING LOCATION and CREDITS Tab

Course Section Information		Section Enrollment Information		Meeting Times and Instructor		Section Preferences			
Times and Instructors		Scheduler Preferences							
Meeting Dates		Meeting Location and Credits							
▼ SCHEDULE + Insert - Delete Copy Filter									
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details	
	EH	220	LEC	2.50		3.000	<input type="checkbox"/>	<input type="checkbox"/>	
1 of 1 10 Per Page									Record 1 of 1

- Enter the Building Abbreviation
- Enter the Room Number and Save
- **(If your section is TBA (to be arranged) leave the Time, Building and Room blank. When you Save, you will need to enter the Hours per Week, which will be the credit hour value).**

SSASECT 4 cont. INSTRUCTOR

INSTRUCTOR							
Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	W000001...	Stevens, Candace E.	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

- Enter the W# for the Instructor. (Don't know the W#? See below).
- There is always one **Primary Indicator** checked on one instructor (if more than one instructor is teaching the class).
- The **Percent of Responsibility** and the **Percent of Session** adds up to 100% total for all instructors added.
- You may add as many team instructors as needed.

- To **search for an instructor** by name, click on **ID (3 dots)**
- Click on GO again and in **Add Another Field** choose any options you would like in order to narrow your search.
- When you find the correct instructor, double click the W#.
- Save

SSAETL 5 – BUDGET CODES

- Go to the **Related** list and choose **SSAETL** and click on GO again.
- Go to the **Contract and Block Schedule Information** tab.
- Most of you will enter ***BA, 100, Check. Save.**
- ***AERO=SD; ESL=SC (remedial is SM); MILS=SD; Remedial=SM (except for English)**

RETRIEVE RELATED TOC

Search

- Elective Attribute Pool [SSAPOOL]
- Query Available Faculty [SIAFAVL]
- Specific Section Attribute [SSASATR]
- Query Faculty Schedule [SIAASGQ] Shift+F2
- Query Faculty and Advisors [SIAIQRY]
- Course Section Detail [SSAETL]

Term: 201820 CRN: 25508 Subject: ENGL Course: 1010 Title: EN Introduct College Writing Start Over

Section Links and Corequisites Section Fees Degree Program Attributes **Contract and Block Schedule Information**

SECTION CONTRACTS + Insert - Delete Copy Filter

Contract *	Description	Percentage	Primary Indicator
BA	Budget-Related [Regular]	100	<input checked="" type="checkbox"/>

1 of 1 | 10 Per Page Record 1 of 1

- Click on **Select** (at bottom right) to go back to the last screen OR click **Start Over** to begin entering a new section.

SELECT

Start Over

SSATEXT 6 -ADDING A COMMENT

- Go to the **Related** list and choose **SSATEXT** and click on GO again.
- Add your 'Comments' in either the **Section Text** or **Section Long Text**. (**Section Long Text** has a banner defect. You can only use **Section Text** at this time).

RETRIEVE	RELATED	TOOL
Q Search		
Elective Attribute Pool [SSAPOOL]		
Specific Section Attribute [SSASATR]		
Course Section Detail [SSAETL]		
Schedule Restrictions [SSARRES]		
Schedule Pre-requisites [SSAPREQ]		
Course Section Comments [SSATEXT]		

Term: 201820 CRN: 21593 Subject: ENGL Course: 1010 Title: EN Introduct College Writing

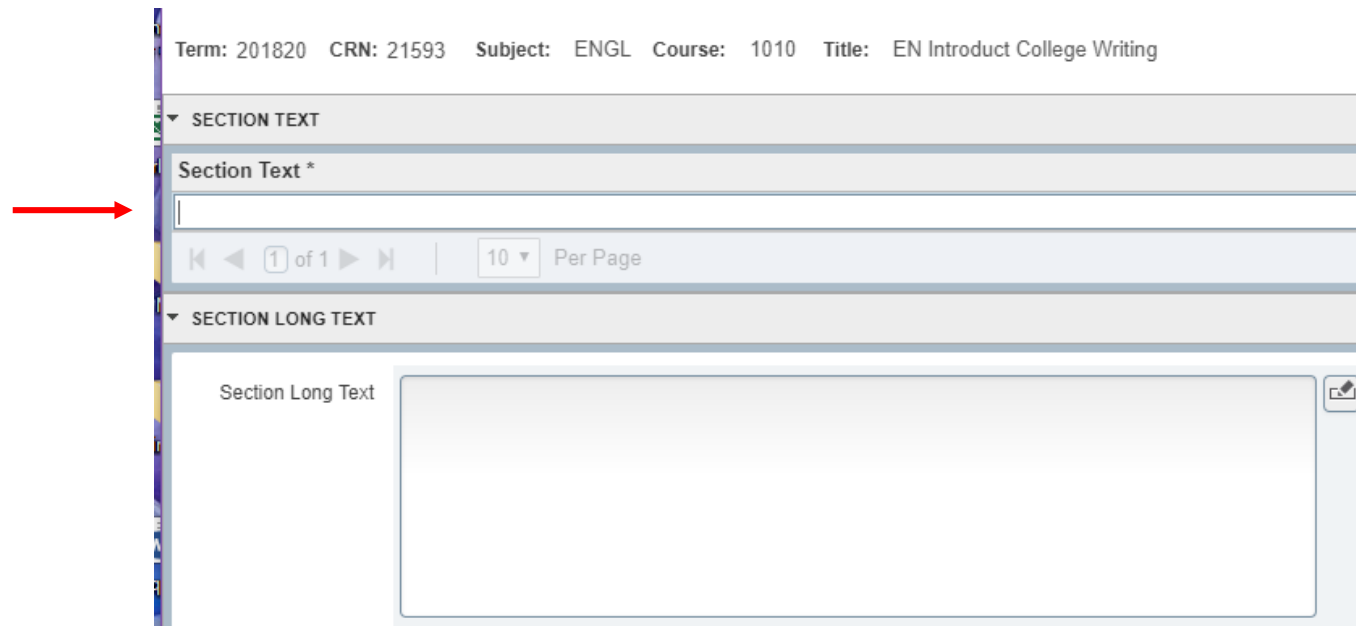
SECTION TEXT

Section Text *

1 of 1 | 10 Per Page

SECTION LONG TEXT

Section Long Text



EXTRAS

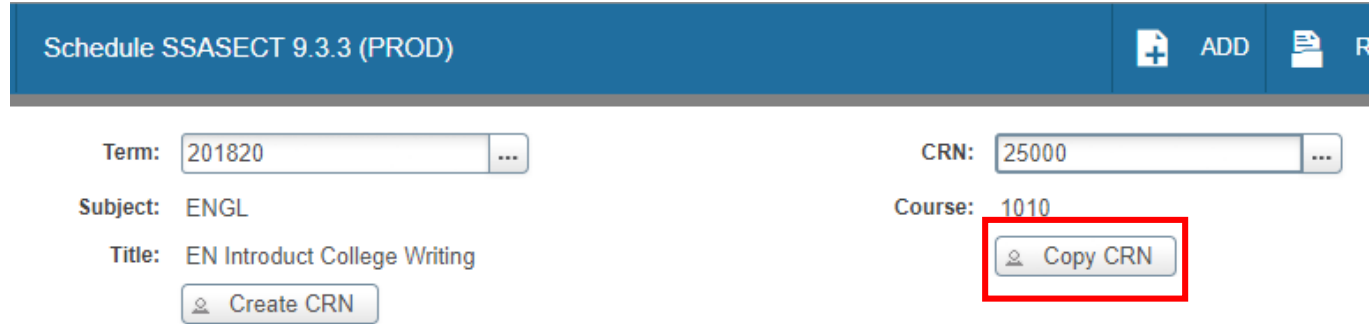


- **Copy a CRN**
- **Find a CRN**
- **Inactivate a CRN**
- **Delete a CRN**
- **Link a Course**

COPY A CRN

OPTIONAL--To make entering classes faster, you may copy a previously entered CRN. This is good to use when entering many sections of the same course number (such as adding 10 sections of 4800).

- Click on the **Copy CRN** button.



The screenshot shows the 'Schedule SSASECT 9.3.3 (PROD)' form. The 'Term' field is set to '201820', 'Subject' is 'ENGL', and 'Title' is 'EN Introduct College Writing'. The 'CRN' field is set to '25000' and 'Course' is '1010'. A 'Copy CRN' button is highlighted with a red box. Other buttons include 'Create CRN', 'ADD', and 'R'.

- Enter the CRN that you want to copy, tab key, then click on the **Process Default** button.

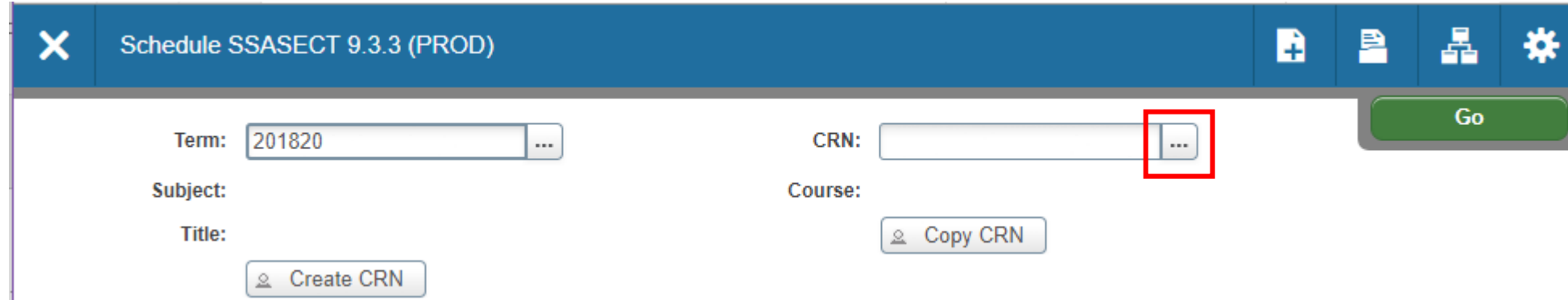


The screenshot shows the 'Default Section Details SSASECT 9.3.3 (PROD)' dialog box. The 'Default Term' field is set to '201820' and the 'Default CRN' field is set to '25000'. The 'Process Default' button is highlighted with a red box. A 'Cancel' button is also visible.

The new section has been added. Notice the new CRN at the top of the screen. Many fields have been duplicated and you will notice that many do not duplicate. If you have copied a course that has variable credits, be sure to make those changes!

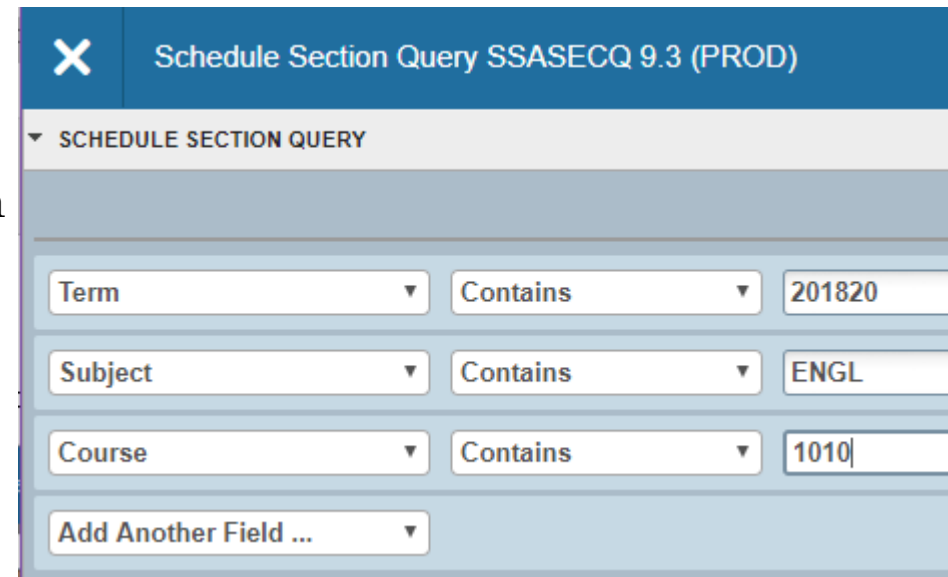
FIND A CRN

When you forgot to write down the CRN of the class you just added, and you want to find that CRN:



Screenshot of the 'Schedule SSASECT 9.3.3 (PROD)' interface. The 'CRN' field is highlighted with a red box, and a red dot is placed over the three dots menu icon next to it.

- Click on the **3 dots** by the CRN button
- Add any **Fields** that will help you find your section
- GO
- Can double-click on any course that comes up



Screenshot of the 'Schedule Section Query SSASECQ 9.3 (PROD)' interface. The 'SCHEDULE SECTION QUERY' section is expanded, showing search criteria for Term (201820), Subject (ENGL), and Course (1010).

INACTIVATE A CRN

Inactivate: Do not do any of this after Registration has begun for the semester. Send the info to Candy or CE to cancel the class! All data has to be removed before you can inactivate the class. 1) In the Meeting Times and Instructor tab go to the Instructor field, Delete, Save. 2) Go to the Meeting Dates tab, Delete, Save.

Term: 201820 CRN: 25544 Subject: ENGL Course: 1010 Title: EN Introdct College Writing Start Over

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

Times and Instructors Scheduler Preferences

Meeting Dates **Meeting Location and Credits**

▼ SCHEDULE Insert **Delete** Copy Filter

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	EH	203	LEC	4.00	O	3.000	<input type="checkbox"/>	<input type="checkbox"/>

1 of 1 Per Page Record 1 of 1

▼ INSTRUCTOR Insert **Delete** Copy Filter

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01	W00000193	Stevens, Candace E.	0.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100

SAVE

3) Go to **Course Section Information** tab and change the A (active) to I (inactive) in the **Status** field. **Save**. The inactive CRN can be used again for the same course, if needed.

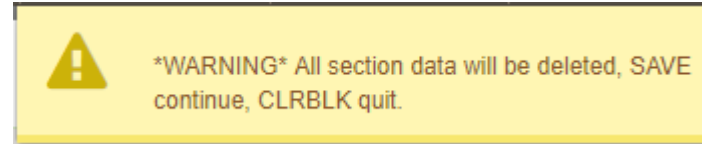
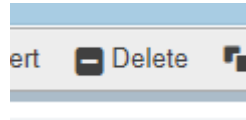
Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

▼ COURSE SECTION INFORMATION

Subject * ENGL ... ENGLISH Campus * WSU ... WSU Main

Course Number * 1010 ... Status * I ... Inactive

DELETE A CRN



The difference between **Deleting** a class and **Inactivating** a class, is that once it is deleted, you can not retrieve it again. Deleting will totally remove the CRN and you will not be able to use that CRN or view the data again. There are many times when this is good to do. You may have added the wrong class altogether or in the wrong term and want it gone for good. If this is the case, go to the **Course Section Information** TAB and click on the **Delete** button. You will get a Warning and then Save. Inactivating a CRN is just as effective as Deleting the CRN. There is no right or wrong.

NEVER do this after Registration has begun for the semester. Send the info to Candy to cancel the class!

LINKING COURSES

The **Linking** option ties Lectures and Labs together so that students can register for the correct combination. It works by assigning an **Identifier** to each CRN and then assigning that Identifier as a **Connector** in SSADETL. It will not work to link two different courses together (ex: can not link a math and honors section). Lectures and Labs will have to be the same course number (1120-not 1120L) and other information will need to be changed on whether the CRN is designated for a Lec or Lab each semester. If you have a need for Linking, call Candy, 6052.

CLASS INDICATORS

Prerequisite Check Method: Basic or None CAI

CEU Indicator

Link Identifier:

Attendance Method: ...

Weekly Contact Hours:

The **Link Identifier** is found at the bottom of the **Course Section Information** tab.

RETRIEVE RELATED

Search

Elective Attribute Pool [SSAPOOL]

Specific Section Attribute [SSASATR]

Course Section Detail [SSADETL]

Go to **Related** down to **SSADETL, GO.**

Section Links and Corequisites

SECTION LINKS

Link Connector *

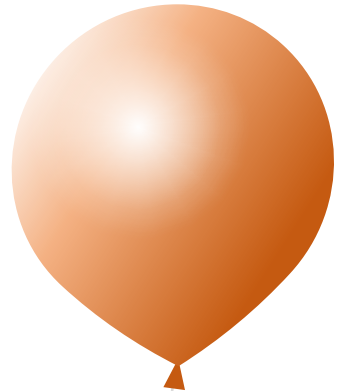
D6

1 of 1

Under the **Section Links and Corequisites** tab, enter your **Link Connector**.

OVERRIDES using Banner 9

View the differences



SFASRPO

Overrides-SFASRPO

Student Registration Permit-Override SFASRPO 9.3 (PROD)

ADD RETRIEVE RELATED TOOLS

ID: W01141394 ... Term: 201820 ...

Wildcat, Waldo

Go

Get Started: Fill out the fields above and press Go.

- Enter the student's **W#**, the **Semester** and click on **GO**.
 - Click on the **3 dots** to search for a W#
- Choose a **Permit** (click on the **3 dots** to search for a permit)
 - Enter the CRN that is approved (specific CRN) **OR**
 - Enter the Subject and Course Number (meaning any section is approved)
- Enter your Dept Courses **ONLY** (do not override other department's classes)
- Save (if the student is in their portal at this time, tell them to refresh their screen!)

IF A CLASS IS WAITLISTED, DO NOT USE 'ALL' OR 'CAPACITY' SINCE THAT WILL OVERRIDE A WAITLIST!!

ID: W01141394 Wildcat, Waldo Term: 201820 Fall 2017 Start Over

STUDENT PERMITS AND OVERRIDES

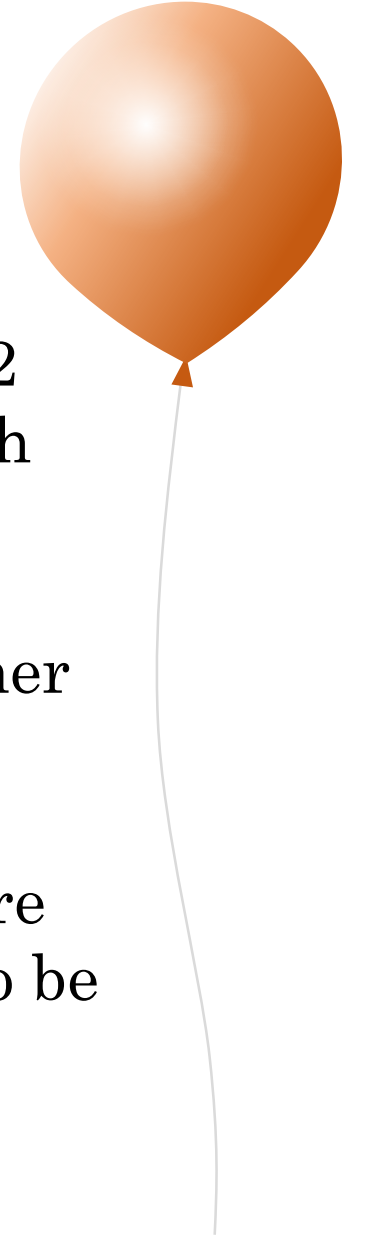
Permit *	Permit Description	CRN	Subject	Course Number	Section
PREREQS	Pre-Requisites Override		CHEM	3075	
	...				

1 of 1 5 Per Page Record 2 of 2

STUDENT SCHEDULE

CRN	Part of Term	Subject	Course Number	Section	Available	Waitlisted	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time	Error	Link	Crosslist Group
							☑	☑	☑	☑	☑	☑	☑					

QUESTIONS???



- Specific questions on Scheduling Banner forms: call Candy 6052
- Questions about Banner 9 implementation: call 7777 or talk with your IT person

Information Technology (IT) should be contacting all of us as Banner users for more training and information soon.

Banner 9 is available to use now. We all want to be prepared before the last minute so it's time to move forward. Our goal should be to be comfortable with Banner 9 by the end of this year.