

Cindy Taylor
Information Technology Services
September 21, 2012

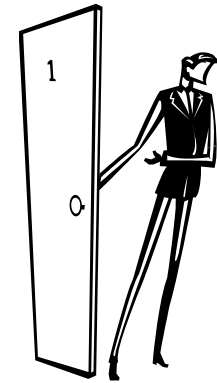
Banner Business Practices for The Academic Data Mart

Session Etiquette



Please turn off or set all cell phones/pagers to vibrate.

If you must leave this session early, please sit at the back of the room and do so quietly.



Please avoid side conversations during this session.

Topics For Discussion

- Basic Banner Data Entry
- USG by the Numbers (USG123)
- ADM Data Element Dictionary (DED)
- ADM Translations
- Data Entry for Reporting
- Example

Basic Banner Data Entry

- Course and student data
 - Build courses and sections
 - Admit and register students
 - Grade courses and maintain academic history
 - Perform accounts receivable and financial aid transactions
- Accurate data entry is vital for accurate data reporting
- Stay up-to-date
- Update institutional data entry instructions
- Distribute to campus staff

Basic Banner Data Entry

- Baseline Banner instructions
 - Ellucian
- Computer Based Training (CBT)
 - <https://udca.sungardhe.com>

Basic Banner Data Entry

ellucian™

On-Demand Subscription Library

Secure Access Login

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Password:

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Welcome to the On-Demand Subscription Library.

Hosted by Ellucian's Education Services, the On-Demand Subscription Library provides a comprehensive training curricula for administrative end users in a secure online environment. Accessible 24/7, the On-Demand Subscription Library is the next step in achieving your individual training goals. The On-Demand Subscription Library is best viewed in Internet Explorer 7 and above, as well as Mozilla Firefox browsers.

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Basic Banner Data Entry

ellucian. On-Demand Subscription Library

My Account | **Welcome Cindy Taylor**
Content Layout | You are currently logged in.

Logout Help

Training Services - Welcome | **Banner Student** | Banner 8 CBTs | Banner 7 CBTs | Banner Financial Aid | Luminis CBTs | Luminis Platform 5 Training | September 6, 2012

Student Process Flowchart

Click on any process in the graphic below to launch an overview of that process.

Banner Fundamentals

This course will introduce you to the Banner suite of products as well as teach you how to navigate in and personalize Banner. The Banner forms naming convention will also be explained. It is recommended that you take this course before taking other Banner product courses.

- [What's New in Banner 9 9.0](#)
- [Navigating in Banner 8.0 | 9.0](#)
- [Personalizing Banner 8.0](#)

Assessments

- [Navigating in Banner 8.0 | 9.0](#)
- [Personalizing Banner 8.0](#)

Course Catalog

In this course you will learn how to manage your institution's course catalog in Banner. You will learn how to create and update a course, including course details such as course title, department, credit and contact hours, syllabus information, registration restrictions, schedule restrictions, and other course requirements. You will learn how to prepare a printed Course Bulletin Report, and how to share catalog data with other institutions.

- [Course Catalog Overview 8.1 | 8.2 - 8.3 | 8.4 | 8.5 | 9.0](#)
- [Creating a Course 8.0 | 9.0](#)
- [Entering Courses in the Course Catalog 8.0 | 9.0](#)
- [Adding Course Details 8.0 | 9.0](#)
- [Entering Restrictions 8.0 | 9.0](#)
- [Creating the Printed Catalog 8.0 | 9.0](#)
- [Managing Catalog Data Transfer 8.0](#)

Assessments

- [Creating a Course 8.1 - 8.5](#)
- [Entering Courses in the Course Catalog 8.1 - 8.5](#)
- [Adding Course Details 8.1 | 8.2 - 8.5](#)
- [Entering Restrictions 8.1 - 8.5](#)
- [Creating the Printed Catalog 8.1 - 8.5](#)
- [Managing Catalog Data Transfer 8.1 - 8.5](#)

Location Management

Housing

Recruitment

Admissions

In this course you will learn to create admissions rules, enter prospective students paper and electronic applications, review of applications and make accept decision, forward the decision to the applicant, and create a student.

- [Admissions Overview 8.1 - 8.5](#)
- [Entering a Paper Applicant into Banner](#)
- [Receiving Self-Service Admissions Applications](#)
- [Managing Transfer Articulation](#)
- [Entering Admission Decisions](#)
- [Using Mass Entry for Admissions](#)

Class Schedule

In this course you will establish and maintain a course schedule, create schedule and registration restrictions, and produce schedule reports.

- [Class Schedule Overview 8.1 - 8.5 | 9.0](#)
- [Scheduling a Section of a Course 8.0 | 9.0](#)

Basic Banner Data Entry

- Georgia Enhancements
 - GeorgiaBEST
- Georgia specific functionality
 - Georgia Requirements form (ZOAGARP)
 - CPC, Regents' Test, Legislative Requirements, Overlay Requirements, Learning Support
 - High School Detail Information form (ZOAHSKD)
 - Georgia Testing ID (GTID)
 - Georgia GPAs form (ZHATERM)
 - Regents' GPA, HOPE GPA

Basic Banner Data Entry

- Functional documentation

http://www.usg.edu/georgia_best/banner/userdocs/

GeorgiaBEST

Search GeorgiaBEST

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► Banner

- Baseline
- Georgia Enhancements
- Functional User Documentation*
- User Documentation Index
- Major Upgrade Test Plan
- DegreeWorks
- Banner Document Management Suite
- Integrations

Georgia Enhancements Functional User Documentation

[Print friendly](#) [Email or share](#)

[Current User Documentation](#) [Previous User Documentation](#)

Accounts Receivable

Document and Version	Test Plan	Technical Release Notes	Forms/Processes Modified
AR Acceptance Flag Update Georgia Enhancements 8.4 (09/17/10)	Test Plan	Release Notes	NA
AR Detail Code Maintenance Georgia Enhancements 8.8 (06/30/11)	Test Plan	Release Notes	ZSADETC
AR Direct Deposit Subscription Georgia Enhancements 8.0 (03/31/10)	Test Plan	Release Notes	Updated for version 8 upgrade
AR End of Day Processing Georgia Enhancements 8.8 (06/30/11)	Test Plan	Release Notes	ZSADETC ZGRAGES

Basic Banner Data Entry

- Documentation index

http://www.usg.edu/georgia_best/banner/user_doc_index

GeorgiaBEST

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User Documentation Index

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▶ **Banner**

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- Functional User Documentation
- User Documentation Index***
- Major Upgrade Test Plan
- DegreeWorks
- Banner Document Management

Process/Form Acronym	Process/Form Name	User Doc	Category
ZFPDROP	Mass Drop of Students Process	Mass Drop of Students Process	Student
ZFRNSLC	Clearinghouse Extract Report	Non-academic Georgia Requirements	Student
ZFRTMST	Time Status Calculation Update	Non-academic Georgia Requirements	Student
ZGRATTR	Student Attribute Process	Student Attribute Process	Student
ZGRIDL	Immunization Data Load Process	GRITS Immunization Query and Data Load	Student
ZGRIRQF	Immunization Request File Process	GRITS Immunization Query and Data Load	Student
ZHAEDIS	Online Transcripts Activity List Form	Postsecondary XML Transcript	Student

Basic Banner Data Entry

- Workbook and release specific test plan
http://www.usg.edu/georgia_best/banner/ga_enhancements

GeorgiaBEST

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Georgia Enhancements

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Current Versions									
Accounts Receivable 8.4.1	Financial Aid 8.14.2	Self-Service Financial Aid 8.14.1	General 8.5	Web for General 8.5	Student 8.5.3	Self-Service Student 8.5.2	Self-Service Faculty & Advisors 8.5.2	Web Tailor 8.5	Georgia Enhancements 8.14.2

[View the Release Review presentations](#)





Version Number	Forms & Processes Modified	Test Plan	Technical Release Notes	Workbook
Georgia Enhancements 8.14.2 (08/10/12)	ZORTRAX – Defect corrections and enhancements to allow institutions to run ZORTRAX to extract their catalog and transfer articulation system data based on selection criteria defined in the process parameters	Test Plan	Release Notes	
Georgia Enhancements 8.14.1 (08/10/12)	ZORORUP – Defect corrections to ensure overlay requirement status is correctly updated on ZOAGARP and to validate values entered for Status Code parameter	Test Plan	Release Notes	

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 - Georgia Enhancements
 - Functional User Documentation
 - User Documentation Index
 - Major Upgrade Test Plan
 - DegreeWorks
 - Banner Document Management Suite
 - Integrations
 - Software Distribution

Basic Banner Data Entry

- Release review slides

http://www.usg.edu/georgia_best/training/georgiabest_etraining#monthlyreview

Release Review			
Georgia Enhancements Slide Show Presentations			
Slide Show	Release	Modification Type	Presentation Date
 D2L Extract Process (ZSRD2LX)	Georgia Enhancements 8.14	New Functionality	06/29/12
 USG Academic eSafe Transcript (ZHRXMIT)	Georgia Enhancements 8.14	Defect Correction	06/29/12
 Executable Enrollment Scripts	Georgia Enhancements 8.13	Defect Correction	06/01/12
 Self-Service Attendance Verification	Georgia Enhancements 8.13	Defect Correction	06/01/12
 Self-Service Release of Holds	Georgia Enhancements 8.13	Defect Correction	06/01/12

Basic Banner Data Entry

■ Major upgrade test plan (updated quarterly)

http://www.usg.edu/georgia_best/banner/major_upgrade_testplan

- Items Requiring One-time Setup
- Set Up Financial Aid (once a year—February-May)
- Set Up Term
- Recruit Student
- Tape Loads
- Create General Person Data
- Admissions
- Self-Service for Students—Admission Application
- Assign Housing/Meals/Phone
- Financial Aid Applicant Processing
- General Student Data
- Establish Holds
- Create Direct Deposit Subscription Records
- Registration
- Create Direct Debit Subscription Records
- Write Receipts
- Process Student Health Insurance
- Load College Work Study Payroll Data
- HOPE Invoicing
- End of Day Processing
- Auditing Tool Kit
- Student and Exchange Visitor Information System (SEVIS)
- Mid-term Processing
- Academic Transcripts
- End-of-Term Processing
- Once-a-Year Items
- Banner Web Tailor, Student, General, Faculty, and Advisor Self-Service

Basic Banner Data Entry

- Business processes

http://www.usg.edu/georgia_best/business_processes

GeorgiaBEST

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Business Processes

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Work process documentation explaining standard functions or procedures related to entering data in Banner, e.g., information about requirements, work process models, standard practices, procedures, instructions, and examples.

- [Billing Reports for Georgia OnMyLine](#)
- [Business Process for Submitting WebCT files from Banner Using the SCRRIMS and ICSORIMS Processes](#)
- [CAPP Business Processes](#)
- [Converting from Use of Social Security Numbers to a Unique Identifier](#)
- [Creating a Cross-Reference Table in Banner](#)
- [Curriculum Usage of Technology](#)
- [Dual Enrollment Business Process](#)
- [Entering International English Language Testing System \(IELTS\) Scores](#)
- [FICE and High School Code Translation System](#)
- [Freezing Tables after Year-End Processing](#)
- [GaBEST Model Detail Codes Setup](#)

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▶ **Business Processes**

USG by the Numbers (USG123)

- USG by the Numbers

https://app.usg.edu/portal/page/portal/USG123_10G

Log In **Contact Help Desk**

USG by the Numbers
"Creating A More Educated Georgia"

Home **Students** **Financials**

Welcome to USG by the Numbers (USG123)

The University System of Georgia's resource for reporting and accountability for higher education

The USG123 portal provides information seekers with a system that promotes accessibility, consistency and usefulness.

Public users, as well as role based user groups within the University System of Georgia, have the opportunity to access statistical information and analyze data related to specific areas, such as

Students: Through the Students portal, users can access information related to academic programs, student enrollment, retention rates, graduation rates and degrees conferred.

Financials: Through the Financials portal, users can access information related to the University System of Georgia's financial data, such as the system's budget, revenue and expenditures.

What Can I Do?
Search [degree and major information](#) to find a program of study in a University System of Georgia college or university.

Site Information
We recommend the configurations in the link below. In addition, your browser must be JavaScript-enabled.
[\[View all site information\]](#)

Documentation
Please [click here](#) to find USG123 Data Warehouse documentation (Login required).

USG by the Numbers (USG123)

- Business practices related to specific reporting data entry needs
- Contain translation values used by the ADM
- Business practices cross-posted to the GeorgiaBEST website

ADM Documentation

LINKS

- [Business Practice Documents](#)
- [Business Practice Archive](#)
- [Academic Data Mart Census and Due Dates](#)
- [ADM Data Element Dictionary \(DED\)](#)
- [Data Model](#)
- [Data Warehouse Newsletter](#)
- [Enrollment Report Information](#)
- [ADM Point of Contact List](#)
- [Spring 2010 Information](#)
- [Release Documents](#)
- [User Guides](#)
- [Archive](#)
- [SOAXREF Translation Values](#)

ADM Data Element Dictionary (DED)

- Lists specific data elements collected for reporting purposes and valid Regents' values
- Data edits – important information for data entry staff
 - If Admit Type is TR, TL, TP, or NT, Prior College cannot be null.
 - Citizenship Status Code must be C if Country of Citizenship = US.

ADM Data Element Dictionary (DED)

- Banner form, field and table location for data entry
- Translate institutional values to standard Regents' values
 - EDI Cross-Reference Rules form (SOAXREF)
 - Crosswalk Validation form (GTVSDAX)

ADM Data Element Dictionary (DED)

- Find field name using Dynamic Help Query

Oracle Fusion Middleware Forms Services: Open > ZSASECT

File Edit Options Block Item Record Query Tools Help

Schedule Form ZSASECT 8.13

Term: 201005 CRN: 53053 Create C

Course Section Information Section Enrollment Inf

Subject: ARTS Arts
Course Number: 1000 Title:
Section: 01X
Cross List:
Campus: I Foreign Campus
Status: A Active
Schedule Type: S Seminar
Instructional Method:
Integration Partner:

Help menu options:
Online Help
Dynamic Help Query
Dynamic Help Edit
Help (Item Properties)
Show Keys
List
Display Error
Display ID Image
Calendar
Calculator
Extract Data with Key
Extract Data No Key
Technical Support
About Banner

Place cursor in field, then select Dynamic Help Query from the Help menu

Help Form GUAHELP 8.1

Form ZSASECT
Block SSBSECT
Field SSBSECT_INSM_CODE

Banner Local Help Exists?

Display Clear Cancel

ADM Translations

- EDI Cross-Reference Rules form (SOAXREF)
- Over 30 labels to translate

EDI Cross-Reference Rules SOAXREF 8.0

Cross-Reference Label: Copy Table:

Electronic Label	Electronic Qualifier	Electronic Value	EDI	Web	XML	Banner Value	Description
RGTCLAS		FR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	FR	Freshman
RGTCLAS		JR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	JU	Junior
RGTCLAS		SO	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SO	Sophomore
RGTCLAS		SR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	SE	Senior

Regents' Value (highlighted in red box)

Institutional Value (highlighted in red box)

ADM Translations

- RGTCHRT
- RGTADMT
- RGTADPL
- RGTCLAS
- RGTCPC
- RGTCNTY
- RGTRSTS
- RGTDETC
- RGTDEGC
- RGTTERM
- RGTDPLM
- RGTMAJR
- RGTLS
- RGTCIPE
- RGTRACE
- RGTETHC
- RGTRGT
- RGTATTS
- RGTESTS
- RGTSLVL
- RGTSTYP
- RGTTTYTYP
- RGTPURP
- RGTTEST
- RGTGMOD
- RGTATTR
- RGTSSCD
- RGTBLDG
- RGTINSM
- RGTNFIR
- RGTSITE
- RGTSSSTS
- RGTSCHD
- RGTADDR*
- RGTMADD*
(*GTVSDAX)

Data Entry for Reporting

- **Reminder:**
 - Accurate data entry is vital for accurate data reporting
 - Update institutional data entry instructions
 - Distribute to campus staff
- **Communication necessary**
 - Who is responsible for submitting ADM data?
 - Who enters data that is collected by the ADM?
 - Is all required data entry completed?
 - Have all required processes been run successfully?

Data Entry for Reporting

- Which institutional offices use these forms?
 - SPAIDEN
 - SPAPERS
 - SOATEST
 - SAAADMS
 - SGASTDN
 - SOAHSCH
 - ZOAHSCH
 - SSASECT
 - ZSASECT
 - SHATRNS
 - ZOAGARP
 - ZOARESI
 - SFAREGS
 - SCACRSE
 - SHADEGR
 - TSAAREV
 - SOAPCOL
 - ZHAHOPE

Data Entry for Reporting

General Person SPAPERS 8.5.3.1

ID: 147147147 Special, Guy R.

Biographical

Gender: Male
 Female
 Not Available

Birth Date: 03-MAR-1975

Age: 37

SSN/SIN/TIN: 123123123

Confidential

Deceased

Deceased Date:

Citizenship: C U.S. Citizen

Marital Status:

Religion:

Legacy:

Ethnicity: M Multiracial

New Ethnicity: Hispanic or Latino

Ethnicity and Race Confirmed

Confirmed Date: 17-MAR-2009

Veteran File Number:

Veteran Category: None

Active Duty Separation Date:

Armed Forces Service Medal Indicator

Special Disabled Veteran

User: CTAYLOR

Race

White

Business practice located at http://www.usg.edu/georgia_best/busproc_docs/Race_and_Ethnicity_BP_UserDoc.pdf

Data Entry for Reporting

Georgia Requirements Form ZOAGARP 8.12

ID: 147147147 Guy Really Special

Georgia Requirements

NCRQ Code	Description	Requirement		Satisfied	Advisor	CPC Desired	CPC Used	History/Constitution Desired	History/Constitution Used
		Status	Date						
COMM	Compass - Math	RQ	03-JUL-2012	N					
COMR	Compass - Reading	RQ	03-JUL-2012	N					
CPCE	CPC - English	SH	03-JUL-2012	Y			Y		
CPCF	CPC - Foreign Language	SH	03-JUL-2012	Y		Y			

Deficiencies

NCRQ Code	Description
CPCE	CPC - English
CPCF	CPC - Foreign Language

Translate CPC and Regents' Test status values on SOAXREF > RGTCPC and RGTRGT

Holds

Hold: CM CPC-Mathematics Release Indicator User: JGRUBBS

Reason:

Amount:

From: 17-JAN-2000 To: 17-JAN-2007 Originator:

Data Entry for Reporting

High School Detail Information Form ZOAHSCD 8.3

ID: 147147147 Guy Really Special, Junior

High School(s) Subjects

Georgia Testing ID

GTID: 1234567890

High School Detail

High School: 110055 Bacon County High School

Graduation Date: 28-APR-2006 Transcript Receive Date:

Class Rank: 25 Class Size: 100 Percentile: 75 High School GPA: 3.00

Admission Checklist Request Code: APCL AP/CLEP Scores

Diploma: CP College Preparatory

CPC GPA:

User documentation located at http://www.usg.edu/georgia_best/user_docs/gamod8_o_HighSchoolGTID_userdoc_FINAL.pdf

Translate non-standard FICE codes on FICE and High School Code Translation System web site

Translate diploma type values on SOAXREF > RGTDPLM

Data Entry for Reporting

Schedule SSASECT 8.3.0.3

Term: 201002 CRN: 80413 Create CRN: Copy CRN: Subject: ENGL Course: 1101 Title: English Composition I

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

Subject: ENGL English
 Course Number: 1101 Title: English Composition I

Campus: A Main Campus
 Status: A Active
 Schedule Type: A Lecture
 Instructional Method:

Session: A On campus, in assigned space

Part of Term: 1 02-JAN-2008 02-MAY-2008 16

Registration Dates: Start Dates: Maximum Extensions: 0

Long Title Comments Syllabus

CEU Indicator:
 Credit Hours: 3.000 None To Or
 Billing Hours: 3.000 None To Or
 Contact Hours: 3.000 None To Or
 Lecture: 3.000 None To Or
 Lab: None To Or
 Other: None To Or

Link Identifier:
 Attendance Method:

Translate schedule type, section status values on SOAXREF > RGTDPLM, RGTSSSTS

Data Entry for Reporting

Georgia GPAs Form ZHATERM 8.0

ID: Level: Start Term:

Current Standing

First Term Attended:

Last Term Attended:

Academic Standing:

Academic Standing Override:

Term and cumulative hours, quality points, and GPAs

	Attempted Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA
Overall Institution GPA:	<input type="text" value="85.000"/>	<input type="text" value="77.330"/>	<input type="text" value="74.660"/>	<input type="text" value="73.330"/>	<input type="text" value="226.000"/>	<input type="text" value="3.081"/>
Overall Transfer GPA:	<input type="text" value="106.330"/>	<input type="text" value="101.660"/>	<input type="text" value="89.660"/>	<input type="text" value="101.660"/>	<input type="text" value="210.000"/>	<input type="text" value="2.065"/>
Overall GPA:	<input type="text" value="191.330"/>	<input type="text" value="178.990"/>	<input type="text" value="164.320"/>	<input type="text" value="174.990"/>	<input type="text" value="436.000"/>	<input type="text" value="2.491"/>
Overall Regents' GPA:	<input type="text" value="81.000"/>		<input type="text" value="77.660"/>	<input type="text" value="76.330"/>	<input type="text" value="235.000"/>	<input type="text" value="3.070"/>
Overall HOPE GPA:	<input type="text" value=".000"/>		<input type="text" value=".000"/>	<input type="text" value=".000"/>	<input type="text" value=".000"/>	<input type="text" value=".000"/>

Example

- Schedule form (ZSASECT)
 - Instructional Method field = Instructional Delivery Code
 - Delivery Technology tab = Course Section Technology

Example

- Data entry responsibility (ZSASECT, SSASECT, SSADETL)
- Update and share data entry instructions
- Data entry deadline awareness

- Accurate data entry is vital for accurate data reporting

Example

Georgia Enhancements 8.6

 Print friendly  Email or share Modified December 16, 2010

RELEASE DATE December 17, 2010

PURPOSE The Georgia Enhancements 8.6 release also includes defect corrections and enhancements for the following:

- HOPE Invoicing Extraction Process (ZHRHINV)
- SAP Group Assignment Process (ZOBSSGRP)
- Attendance Verification Process (ZHRNOSH)
- Student Health Insurance Extraction (ZSRSHIR)
- Admissions Index Calculation Process (ZORINDC)

The Georgia Enhancements 8.6 release also includes change requests for the following: * Section Schedule Update Process (ZRSCHD) * Voyager Library Extraction (ZORVLIB) * CPC HS Requirements Update Process (ZORCPCH) * CPC Fulfilling High School Courses Rules Form (ZOACPC) * **Schedule Form (ZSASECT)**

IMPACT Implementation is Mandatory

DOCUMENTATION This release includes the following documentation:

- [Technical Release Notes for Georgia Enhancements 8.6](#) 
- [Georgia Enhancements 8.6 Test Plan](#) 

Example

Georgia Enhancements 8.6
 Test Plan

Information Technology Services
 University System of Georgia

Testing the Schedule Form (ZSASECT)

ZSASECT Enhancement

A USG institution submitted a change request (#1264781662) to facilitate entry of distance education technology information. A new Delivery Technology tab has been added to the Schedule Form (ZSASECT). The Delivery Technology tab is essentially a clone of the Section Contracts portion of the Contract and Block Schedule Information tab from the Schedule Detail form (SSADETL). Some form field names have been changed, but the field validations will remain the same and the data will be stored in the same SSRSCCD table fields as are currently used by SSADETL. The information entered on ZSASECT will backfill the SSADETL fields.

The hint text has been updated for the Instructional Method field on ZSASECT to remind users to enter the technology type information on the Delivery Technology tab.

Functional Impact

The Instructional Method field hint text will remind users to enter technology type information on the new Delivery Technology tab. Institutions can use the fields on this new tab to enter distance education technology information. Any information entered in the Delivery Technology fields will backfill the Section Contracts section of the Schedule Detail form.

Steps in Testing

- In the Key Block of ZSASECT, enter a Term code and Course Reference Number.
- Perform a Next Block function to the Course Section Information tab.
- With your cursor in the Instructional Method field, confirm that the hint text at the bottom of the screen is as follows:
 - Instructional Method code; press LIST for valid codes.
 - Go to Delivery Technology tab to enter technology type for this section.
- Go to the Delivery Technology tab.
- Enter the technology type used in this section in the Technology Type field.
- Enter the percentage of technology used in the Percentage field.

Example

Add Delivery Technology information (ZSASECT)

The screenshot shows a web application window titled "Schedule Form ZSASECT 8.6". At the top, there are fields for "Term: 200908", "CRN: B0102", "Create CRN:", "Copy CRN:", "Subject: ARTS", "Course: 1105", and "Title: Understanding Visual Culture". Below these are several tabs: "Course Section Information", "Section Enrollment Information", "Meeting Times and Instructor", "Section Preferences", and "Delivery Technology" (which is selected). The "Delivery Technology" tab displays a table with the following data:

Technology Type	Description	Percentage	Primary Indicator
06	Internet	100	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

- Data is stored in the same SSRSCCD table used by the Section Contracts block on SSADETL.

GeorgiaBEST Production Support

Example

Using Non-academic Requirements
Georgia Enhancements 8.6

Information Technology Services
University System of Georgia

Student Schedule Form (ZSASECT)

Description

The Student Schedule form (ZSASECT) is a clone of Banner baseline Schedule form (SSASECT) that allows the Instructional Method field to be updated after registration has occurred for the course section. The field has been used by some institutions extracted through the ICGORLDI process. Method field prevented any updates when section.

Screenshot of the ZSASECT form showing course section information. The form includes fields for Term (200908), CRN (80290), Subject (ACCT), Course Number (1101), Section (0), and various options like Cross List, Campus, Status, Schedule Type, Instructional Method, and Integration Partner.

Delivery Technology

The Delivery Technology tab facilitates technology information. The Delivery Technology tab is a clone of the Section Contracts portion of the SSASECT form. Some form field names have been changed, but the data will be the same and the data will be the same as are currently used by SSASECT. ZSASECT will backfill the SSASECTL

Using Non-academic Requirements
Georgia Enhancements 8.6

Information Technology Services
University System of Georgia

Screenshot of the ZSASECT form showing the Delivery Technology tab. The tab displays a table for Section Technology with columns for Technology Type, Description, Percentage, and Primary Indicator.

Technology Type	Description	Percentage	Primary Indicator
06	Internet	90	<input checked="" type="checkbox"/>
09	Other	10	<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Resource

Refer to the Curriculum Technology User Documentation (http://www.usg.edu/georgia_best/busproc_docs/Curriculum+Technology+User+Documentation.pdf) for more information about entering distance technology information.

Example

Course Section Technology

Element Title	Course Section Technology		
Element Description	The Course Section Technology field identifies the primary technology used in delivering instruction.		
Data Element Type	Course		
Element Size	10		
Valid Values	Code	Category	Description
	01	Videocassette	Instruction delivered through videocassette.
	02	Satellite	Instruction delivered through downlinks of satellite technology.
	03	GSAMS	Instruction delivered through GSAMS technology.
	04	Two-Way Interactive Video	Instruction delivered through other interactive video technology than GSAMS.
	05	Television	Instruction delivered through television transmissions.
	06	Internet	Instruction delivered through the Internet including e-mail, Web pages and learning management systems.
	07	Other Network	Instruction delivered through a local area or other non-Internet network.
	08	Print-Based Materials	Instruction delivered through print-based correspondence instructional materials.
	09	Other	A single means of delivery not defined by another code. NOTE: This code should not be used as a catch-all for unspecified combinations of DE technologies.
	10	CD-ROM	Instruction delivered through CD-ROM(s).
	11		
	Nu		
Business Practices	Insti		
Edits	Req		
Banner Reference	Cou popt on th (SS) Deliv tech (SSI not		
Warehouse Reference	Tabl Col...		
Date Issued			
Date of Last Update	01/26/10, 5/11/10		
Change History	Formerly CIR C240		

Banner Reference

Course section technology information can be entered on SSADETL or ZSASECT to populate the SSRSCCD table. The Contract field (SSRSCCD_SCCD_CODE) is located on the Contract and Block Schedule Information tab on the Schedule Detail form (SSADETL). The Technology Type field (SSRSCCD_SCCD_CODE) is located on the Delivery Technology tab of the Schedule Form (ZSASECT). Enter the primary type of technology used to deliver instruction for all courses and check the Primary Indicator (SSRSCCD_PRIMARY_IND). **NOTE: This field should be completed for all courses, not just DE.**

Example

DE Data Entry in Banner for ADM

Overview of Banner Data Entry for ADM DE Elements

If your institution uses Banner, the following instructions may be used to ensure that your data is in the correct fields for the default ADM Banner extraction package.

Update Validation and Rules Forms	
1. Enter Course Section Instructional Method codes on the Instructional Method Validation form.	GTVINSM
2. Verify that Course Section Technology codes are entered on the Schedule Contract Code Validation form.	STVSCCD
3. Enter External Site codes on the Building Code Validation form.	STVBLDG
4. Enter the campus code 'Z' on the Building Definition form.	SLABLDG



Translate Non-standard Codes	
1. Translate non-standard codes.	SOAXREF



Enter DE data elements	
1. Enter the Instructional Delivery Code in the Instructional Method field on the Schedule form.	SSASECT or ZSASECT
2. Enter the Course Section Technology code in the Contract field in the Section Contracts block of the Schedule Detail form.	SSADETL
OR – Enter the Course Section Technology code in the Technology Type field on the Delivery Technology tab of the Schedule Form.	ZSASECT
3. Enter the External Site code in the 'Building' column on the Meeting Time page of the Schedule form.	SSASECT or ZSASECT

Example


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Welcome to GeorgiaBEST

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The GeorgiaBEST site provides both technical information and functional documentation about GeorgiaBEST Projects and Programs, including baseline Banner and the Georgia Enhancements. To learn more about the GeorgiaBEST Program, click the links below:

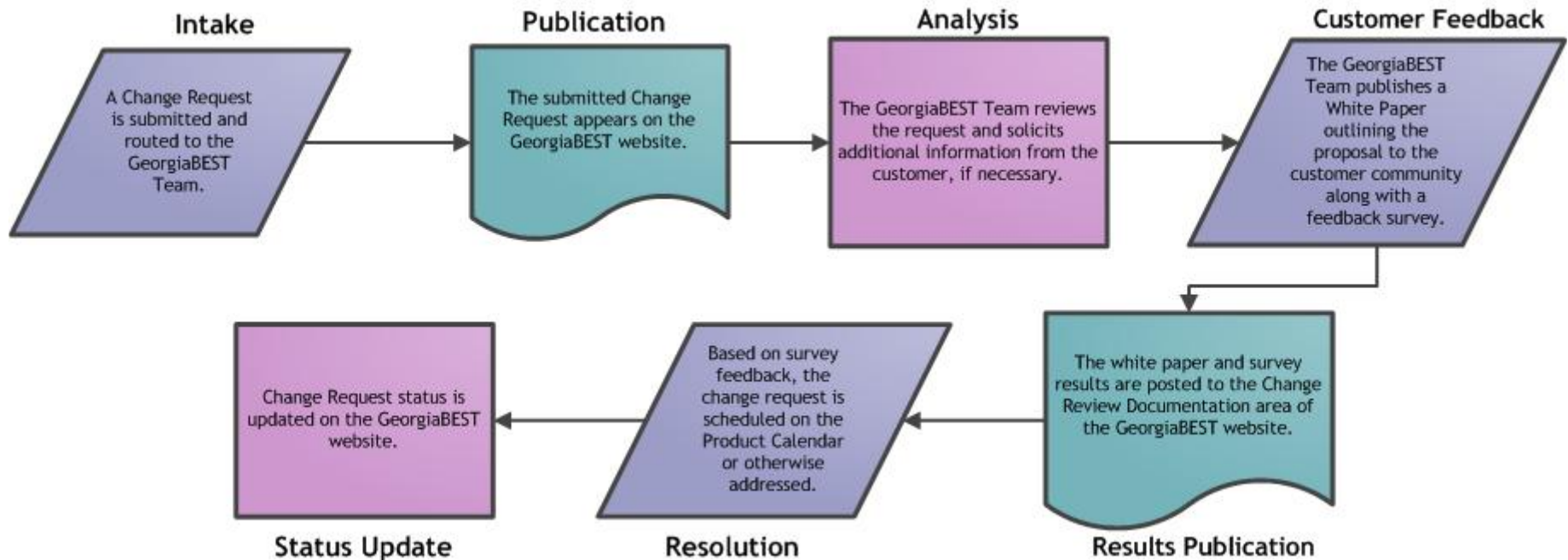
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Change Review



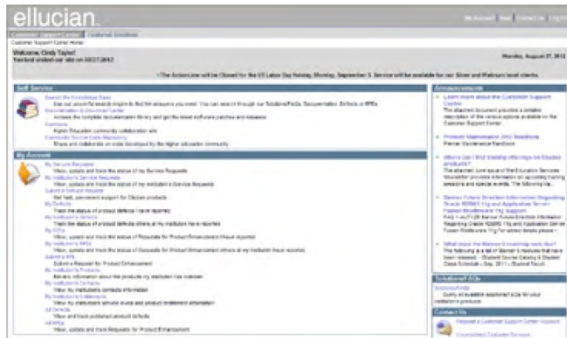
http://www.usg.edu/georgia_best/change_requests/change_request_submit

Ellucian's Sessions

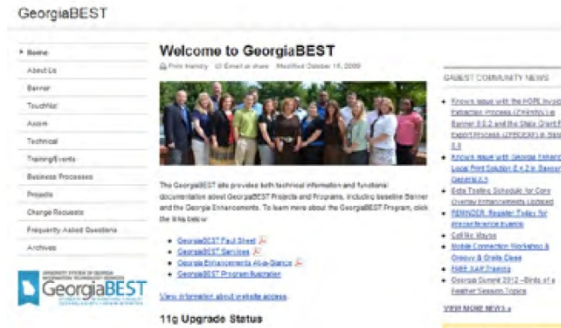
- Be sure to stop by Ellucian's Vendor Room for additional sessions.
 - Course Signals Product Demo, Thursday, September 20th 10:20-10:40 am
 - Recruiter Product Demo, Thursday, September 20th 2:50-3:10 pm

Where Can I Find Help?

Authoritative Source

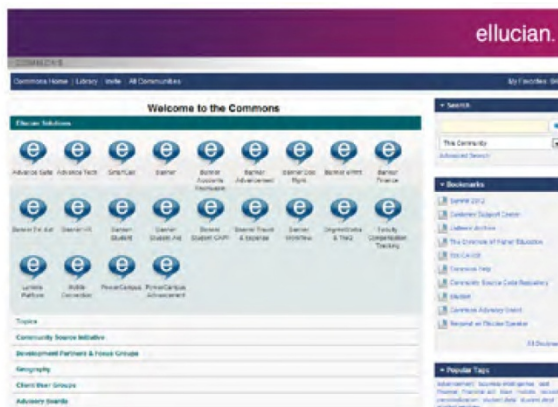


<https://connect.ellucian.com>



http://www.usg.edu/georgia_best/

Community Source



<http://www.edu1world.org/CommonsSunGardHE/>



<http://www.edu1world.org/USG/>

Where Can I Find Help?

- Remember: All USG GeorgiaBEST customers have access to Ellucian's Digital Campus Academy.
- Access baseline training on your own schedule
- Contact the ITS helpdesk (helpdesk@usg.edu) for access information

Additional ITS Resources & Support

- To create a new or update an existing production down, business interrupting (emergency) support request, call the ITS Helpdesk immediately
 - 706-583-2001
 - 1-888-875-3697 (toll free in Georgia)
- For anything else, contact the ITS helpdesk at
 - http://www.usg.edu/customer_services (self-service support request) or
 - E-mail at helpdesk@usg.edu

NOTE: Self-Service requires login using a user ID and access code. Contact the ITS Helpdesk at helpdesk@usg.edu to obtain self-service login credentials.

Questions?

