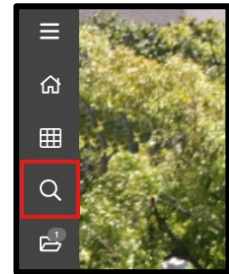
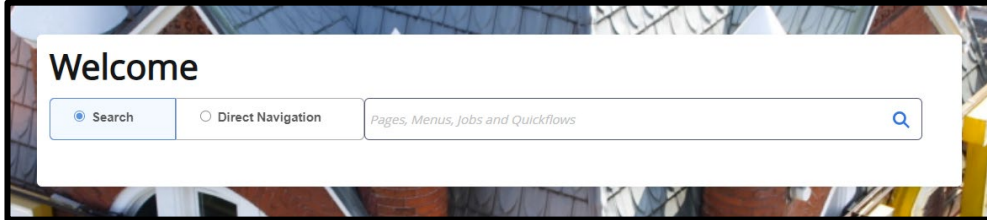


Resources

Banner Navigation

Banner pages can be accessed using the search box located in the center of the landing page or the search icon in the main menu on the far left. Enter the page's 7- character acronym in the search box or, to find an acronym for a particular page, enter a descriptive name in the box and select from the suggested list of pages.



Academic terms are defined using the four-digit year followed by a two-digit semester code as shown in the table to the right

Semester Term Codes	
Spring	2xxx02
Summer	2xxx05
Fall	2xxx08

Banner Reference Guide

Banner 9 Button	Shortcut	Description
	F10	Saves all changes entered since the last time data was saved.
	F5	Clears all information entered if not saved and returns to the key block from the body of a page. An error message will appear to confirm if entered data should not be saved.
	Double click chosen record	Returns the user to the calling page [SSASECT] and enters the information into the field.
	Shift + F6	Removes information for the current record. If saved, the information is deleted.
	ALT + Page Up	Previous section. Moves cursor to the previous section or page. Tab within section to navigate from field to field.
	ALT + Page Down	Next Section. Moves cursor to the next section or page. Tab within section to navigate from field to field
	F9	Search Button. When next to a field, indicates that the field's values are searchable. Click button, add filter criteria, enter value(s), and click Go. Select or double-click a value from a called page to return to the original page.
	CTRL + Q	Use Cancel to cancel the search without selecting a record.
	Alt + Shift + R	Use the Related menu to display a list of Banner pages related to your current screen and navigate to them
	CTRL + Q	Exits page or returns user to the Application Navigator page.



Quick Reference to Scheduling

The following guidelines will provide quick reference to the Banner screens utilized for creating and modifying individual course sections of the Schedule of Classes. For more detailed information about the screens and their functions, please refer to the manual for **Preparing and Maintaining the Schedule of Classes**.

As a preliminary step to preparing the Schedule of Classes for a particular semester, section data offered the previous corresponding semester [fall to fall, spring to spring, summer to summer] is “rolled” to the new semester/term by the Registrar’s Office. Access to modify SSASECT and its related forms is suspended for one day while the Registrar’s Office cleans the data for the new semester.

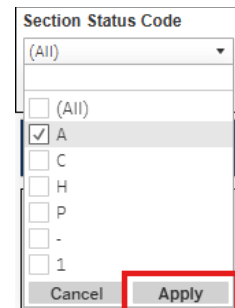
Department schedulers are notified when this clean-up process is complete and access has been restored. In addition, schedulers are provided a timeline of registration events and the date that the schedule of class will become available online for viewing.

The schedules should be as accurate as possible by the go-live date; however, sections should be accurate and up to date, including catalog changes, by the beginning of Phase I Registration for the next semester.

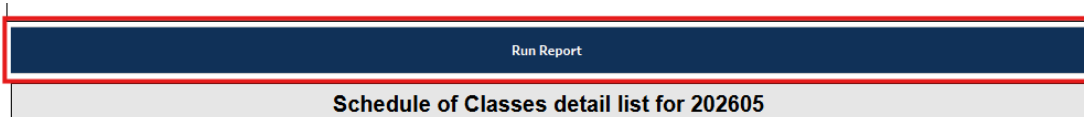
➤ Go to LITE at <https://s3.lite.gatech.edu/reports/inventory>

1. Use the search bar to search for the “Schedule of Classes (SOC) – LIVE” report and click the report title to open it

2. Adjust the filter values as needed, making sure to click “Apply” after making any changes to filter checkboxes (as shown to the right)



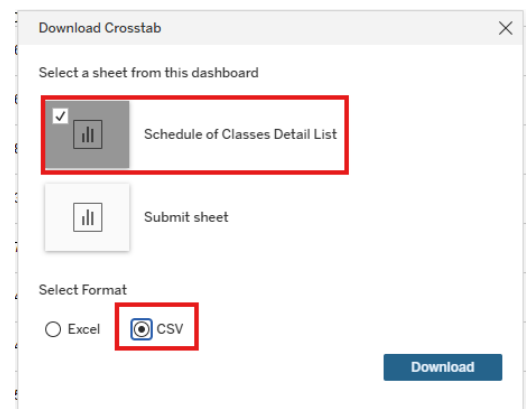
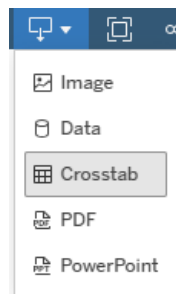
3. Once you have applied all filter settings, click the blue “Run Report” button to generate your data



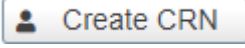
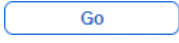
4. Export your report data using the Download button in the top, right corner of the webpage



5. To export the data as an Excel spreadsheet, select the “Crosstab” option and choose the “Schedule of Classes Detail List”. *Exporting as a CSV is highly recommended to ensure that formatting does not impact your ability to filter or sort your spreadsheet!*



➤ Go to **SSASECT** (Section Details) to:

1. Add/verify/update section information: Section, Campus, Status, Schedule Type, Grade Mode, Special Approval, Part of Term, Credit Hours, Billing Hours, Contact Hours
 - a. Enter Term, tab and enter rolled CRN#, and click Update rolled data.
 - b. Or, click on the  button to **ADD** a new section. Enter Subject and Course Number. Tab to populate title. Enter additional data for new section. Save to generate the CRN# for this section.
2. Set Maximum enrollment cap. Click on “Section Enrollment Information” to open the Enrollment Details page. Enter the Maximum enrollment for this section. If section has a waitlist, enter Waitlist Maximum. Save.
3. Enter Meeting Times: Click “Meeting Times and Instructor” to enter meeting days & times. From the Meeting Time field, tab so the Start Date and End Date automatically populate based on the part of term already selected. Click in the appropriate fields to select each meeting day. Tab to enter the Start Time and End Time (in accordance with GT’s standard meeting times).
4. Select “Meeting Location and Credits” to enter the Building and Room codes if the section is being held in a departmental space. If a centrally scheduled room is needed, leave these fields blank and make sure the Session code in Section Details is set to A- On-Campus, In Assigned Space.
5. Assign Instructor of Record. Click in Session Indicator field and tab to INSTRUCTOR ID field. Click on the dots for search for Faculty ID. Click . Add First Name and Last Name fields. Enter names and press Go to retrieve ID. Double click on ID to pull information into the Instructor field. Save. **Sections must have a primary instructor marked, and all instructor responsibilities should add to 100%**

➤ Select **SSARRES** and go to:

1. Place Curriculum Campus restriction on the section.
2. Place additional optional restrictions on the section by College, Major, Class (FR, SO, JR, SR), Level, Degree, Program.

➤ Select **SSADETL** and go to:

1. Enter links (e.g., labs).
2. Enter attributes for Study Abroad or Summer Online Undergraduate courses.
3. Do not add or remove any core attributes.

➤ Select **SSATEXT** and go to:

Enter comments associated with section (e.g., Section reserved for Honors Students, by Permit only). Comments stored here will appear on the Schedule of Classes displayed in Oscar.

➤ Select **SSASYLB** and go to:

Add the specific title for a Special Topic section of a course (e.g., ST: Sustainability). Special Topics titles must be entered on this page to appear on the student transcript.

