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## Banner 7.3

Class Schedule

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## Introductions

- Name
- Organization
- Title/function
- Job responsibilities
- Banner experience
- Expectations



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## Course Goals

The goal of this course is to provide you with the knowledge and practice to set up and maintain a schedule of classes at your institution



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## Agenda

- Overview
- Set Up
- Day-to-Day
- Question and Answer



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## Introduction

- Personnel who maintain schedule information will be able to
  - create term controls
  - create future term schedules
  - build and change courses sections
  - create traditional and open learning sessions



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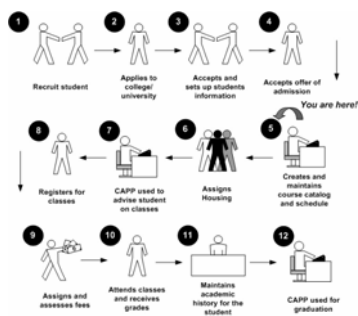
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## Process Introduction



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## Set Up Objectives

At the end of this section, you will be able to create the rules and set parameters used to process the data



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## Validation Forms Needed for the Class Schedule Module

- STVACCL Academic Calendar Type Validation
- STVACCT Attendance Accounting Method Validation
- STVATRA Day Attribute One Validation
- STVATRB-STVATRE Day Attribute Two-Five Validation
- STVATTR Attribute Validation
- STVBLCK Block Code Validation



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## Validation Forms Needed for the Class Schedule Module, Continued

- STVBLDG Building Code Validation
- STVCAMP Campus Code Validation
- STVCLAS Class Code Validation
- STVCOLL College Code Validation
- STVCSTA Course Status Code Validation
- STVDAYS Day of Week Validation
- STVDEPT Department Code Validation
- STVDIVS Division Code Validation



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**Validation Forms Needed for the Class Schedule Module, Continued**

- STVEVAL Evaluation Question Code Validation
- STVFCNT Faculty Contract Type Code Validation
- STVGMOD Grading Mode Code Validation
- STVLEVL Level Code Validation
- STVMAJR Major, Minor, Concentration Code Validation
- STVMEET Meeting Time Code Validation



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**Validation Forms Needed for the Class Schedule Module, Continued**

- STVPTRM Part of Term Code Validation
- STVRMST Room Status Codes
- STVRSTS Course Registration Status Code Validation
- STVSAPR Special Approval Code Validation
- STVSCCD Schedule Contract Code Validation
- STVSCHD Schedule Type Code Validation
- STVSESS Session Code Validation
- STVSSTS Section Status Code Validation



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**Validation Forms Needed for the Class Schedule Module, Continued**

- STVSUBJ Subject Code Validation
- STVTERM Term Code Validation
- STVTESC Test Code Validation
- STVTOPS Taxonomy of Program Code Validation
- GTVINSM Instructional Method Validation
- GTVDUNT Duration Unit Validation
- GTVMTYP Meeting Type Validation



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### Rules Forms Needed for the Class Schedule Module

- SOATERM Term Control
- SOAORUL Open Learning Section Default Rules
- SSARULE Schedule Processing Rules



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### Set Up Review

- What does the Academic Calendar Type Validation form accomplish?
- What is the Test Code Validation form, and what does it do?
- List four Validation Forms.
- What do these four forms do?



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### Day-to-Day Operations

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## Day-to-Day Objectives

At the end of this section, you will be able to

- build and change traditional and open learning course sections
- create syllabus information
- assign a meeting time, room, and instructor
- link and cross-list course sections
- create blocks
- use reports and queries related to the Class Schedule module



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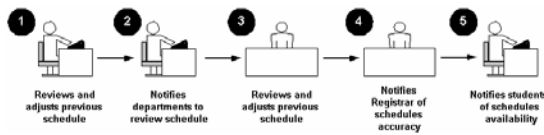
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## Process Introduction



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## Scheduling a Section of a Course Using Catalog Defaults

- **Schedule Form (SSASECT)**
  - used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog



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## Assigning a Meeting Time, Room, and Instructor

- **Meeting Time Block of the Schedule Form (SSASECT)**
  - used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog



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## Reserving Seats

- **Enrollment Data Block of the Schedule Form (SSASECT)**
  - used in this exercise to reserve seats



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## Viewing Schedule Prerequisites That Default from the Catalog Level

- **Schedule Pre-requisite and Test Score Restrictions Form (SSAPREQ)**
  - used to maintain pre-requisite restrictions at the schedule level



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## Creating Multiple Sections of a Course

- **Schedule Form (SSASECT)**
  - used in this exercise to create multiple sections of a course



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## Linking Sections

- **Schedule Form (SSASECT)**
- **Schedule Detail Form (SSADETL)**



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## Creating Blocks

- **Block Schedule Control Form (SSABLCK)**
  - used to create a set of sections related to a block code for a term
  - may be used online by the Student Course Registration form (SFAREGS) to default the sections related to the student's block code or in batch by Course Request and Schedule processing



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## Cross Listing Sections

- **Schedule Cross List Definition Form (SSAXLST)**
  - create and maintain the cross list information associated with a group of sections
  - cross listing is made possible by using a cross list group identifier which is user defined



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## Creating an Open Learning Section

- **Schedule Form (SSASECT)**
  - used when setting up an open learning section
  - used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog



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## Reports and Queries Used in the Class Schedule Module

- **Term Roll Process (SSRROLL)**
- **Class Schedule Report (SSRSECT)**
- **Scheduled Section Tally Report (SSRTALY)**
- **Schedule Purge (SSPSCHD)**
- **Section Level Fee Mass Population Process (SSPMFEE)**
- **Schedule Open Learning Rule Default Process (SSPRDEF)**



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## Day-to-Day Review

- What is Term Roll Processing?
- How do you create and maintain the cross list information associated with a group of sections?
- How do you create syllabus information?
- How do you assign a meeting time, room, and instructor?
- How do you create blocks?



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## Course Summary/Review

As a result of this course we have provided you with the knowledge and practice to set up and maintain a schedule of classes at your institution



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## Questions and Answers

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**Thank you for your participation**

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