

## Banner 9 SSASECT E-Course Schedule Entry – E Courses (Online Courses) ONLY

See standard instructions for on-campus or Virtual course schedule entry.

### BANNER FORMS USED

SSASECT – Course Section Form (most information will be entered)  
 SSASECQ – Schedule Section Query Form  
 SSATEXT – Section Comment Form (Information appear in schedule under course)  
 SSAPREQ – Section Test Score and Pre-req Restrictions (query only)  
 SSADETL – Section Degree Program Attribute  
 SSAMATX – Building Room Schedule Query  
 SLABQRY – Building Query  
 SIAIQRY – Faculty/Advisor Query

### Information to gather prior to entering course schedules:

Enrollment Data – enrollment limit to enter for the course  
 Meeting days and Time  
 Instructor MU ID number and Name  
 Location – Building and room. (if department has first priority on certain specialized rooms)

### ENTERING A NEW COURSE

- 1) Access SSASECT page
- 2) Enter **DUMMY** Term:

Fall Dummy Term	Spring Dummy Term	Summer 2023 Dummy Term
911111	222222	333333

- 3) Press the Tab button to move the cursor to the “CRN” or Course Reference Number Field.
- 4) **CRN:** type in “ADD”
- 5) Select Alt-Pg Down or click on “Go” in the upper right.
- 6) You are now on the “Course Section Information Tab” and the “Course Section Information” Section.
- 7) **Enter Course Subject:** Example - ENG
- 8) **Enter Course number:** Example-201. Then press the tab key and the course title name auto-populates.
- 9) **NEVER** change an existing course title. If a title needs to be updated it must go through the complete approval process of a course change which is approved by Faculty Senate/Graduate Counsel and then the University President.
- 10) The **ONLY** exceptions when a course title can be changed:
  - a. Special topics
  - b. Seminars
  - c. Staff Development Courses
 (These course entries are detailed later in this document)

- 11) **Enter section number.** Just type over the 0 in the field. Each successive section of the same course will increase by the last digit: 101, 102, 103, etc. for Fall. 201, 202, 203, etc. for Spring. It is important to enter them in order by start time. See order of entry by start time document.

Term	HGTN Section number starts	SOCHAS Section number starts
Fall	101	131
Spring	201	231
Part of Term 5	301	331
Part of Term 6	401	431
Part of Term 7	501	531
Part of Term 8	601	631

- 12) **Cross List:** *Leave Blank*  
 13) Go over to the second group of fields

**Enter Campus Code:** Enter E – Electronic Courses

The screenshot shows a window titled "Campus Validation (STVCAMP)" with a search bar and a table of campus codes. The table has three columns: Code, Description, and Activity Date. The row for code "E" (Electronic Courses) is highlighted in yellow. Below the table are navigation controls and "Cancel" and "OK" buttons.

Code	Description	Activity Date
1	Student on campus	06/08/1989
2	Student off campus	06/08/1989
3	Charleston Campus	02/13/1998
4	Marshall Comm and Tech College	04/12/2006
E	Electronic Courses	06/23/1998
H	HEPC-WROCKS	07/11/2012
M	Main Campus Housing	08/06/1998
S	Satellite Campus Housing	08/06/1998
T	Technology Based	09/29/1999
U	University Heights Apartments	08/06/1998

Included in the calculation of Tuition and Fees is the student campus code. Course must be an approved E-course to have a campus code of "E". If it is requested as an "E" course then Enter "E" and it will be verified whether E course was approved.

- 14) **Status:** Enter A (Active) for all sections.

15) **Schedule Type:** Enter I – Internet Delivery.

The screenshot shows a form with the following fields:

- Campus: E (Electronic Courses)
- Status: A (Active)
- Schedule Type: I (Internet Delivery)

A 'Schedule Type Query' pop-up window is displayed with the following table:

Schedule	Description	Instruct Method	Workload	Over Enroll
A	Lecture		3	
I	Internet Delivery		3	

If a schedule type of “I Internet Delivery” is not available to select, contact Bill Biggs or AJ Hubbard. A schedule Type of “I – Internet Delivery” is used for E-courses.

- 16) **Instructional Method:** Leave Blank
- 17) **Integration Partner:** Leave Blank
- 18) Go over to the third group of fields
- 19) **Grade Mode:** Leave Blank
- 20) **Session:** I - Internet is to be used for E-courses.

The screenshot shows a form with the following fields:

- Grade Mode: [Blank]
- Session: I (Internet Delivery)
- Special Approval: [Blank]
- Duration: [Blank]
- Override Duration

A 'Session Validation (STVSESS)' pop-up window is displayed with the following table:

Code	Description	ACTIVITY DATE
A	Afternoon/evening	08/18/1987
B	Self-paced	08/18/1987
C	Conference/Seminar	08/18/1987
D	Day Session	04/02/1987
E	Evening Session	04/02/1987
G	Television Course Satellite	09/13/1993
I	Internet Delivery	02/19/1997
W	Weekend Session	04/02/1987
X	Third Party/Paid Faculty	10/11/1999
Z	Third Party/Non Paid Faculty	10/11/1999

Page navigation: 1 of 1, 10 Per Page, Record 7 of 10

Buttons: Cancel, OK

- 21) **Special Approval:** Leave Blank
- 22) **Duration:** Leave Blank
- 23) Press Tab 3 times, or click in the “Part of Term” field in the “Class Type” section, which is in the middle of the page.
- 24) **Part of Term:** Once you enter the selected number, the dates of the “Part of Term” will auto-populate.

Part of Term	Description
1	Full term
2	First 8 Weeks
3	Second 8 Weeks Regular Sem.

Summer parts of term – consult the academic calendar for the specific dates of each part of term.

Part of Term	Description	Prior Summer full terms
5	Part of term A	formerly Intersession
6	Part of term B	formerly Summer I
7	Part of term C	formerly summer II
8	Part of term D	formerly summer III

- 25) **Credit Hours:** No need to click in Credit hours field. *Do not change.*
- 26) The **ONLY** exceptions when a course credit hour can be changed:
- Special topics
  - Seminars
  - Staff Development Courses
- (These course entries are detailed later in this document)
- 27) Scroll down to the “Class Indicators” section at the very bottom of the page.
- 28) **Print (checkbox):** If unchecked, it will prevent the course information from displaying on the final online schedule viewable to students in myMU.
- 29) **Gradeable (checkbox):** Always leave checked.
- 30) **Voice Response/and Self-Service Available (checkbox):** If unchecked, it will prevent the course information from displaying on the final online schedule viewable to students in myMU.
- 31) **Click on SAVE** in the lower right, or press F10.
- 32) A DUMMY CRN is generated.
- 33) **Write it down** so you can refer back to it later. A “real” CRN will be generated when the schedule is rolled to active and published on the web site.
- 34) **See page 11 for a completed example of SSASECT.**

**DONE WITH FIRST TAB OF SSASECT!**

#### **SECTION ENROLLMENT INFORMATION**

- 1) **Click on the second tab** “Enrollment Information”.
- 2) **KNOWN ISSUE:** Sometimes, not all the time, the system automatically takes you to the sub-tab of “Reserved Seats”. If this occurs then just click on the sub-tab “Enrollment Details”.
- 3) You are on the sub-tab “Enrollment Details”. **Enter “Maximum Enrollment” for that course.**
- 4) **Click on SAVE** in the lower right, or press F10.

- 5) If a course is Permission, and the enrollment is set to zero then students cannot register through myMU for the course.

- a. **Click on SAVE** in the lower right, or press F10.

**DONE WITH SECOND TAB OF SSASECT!**

**MEETING TIMES AND INSTRUCTOR**

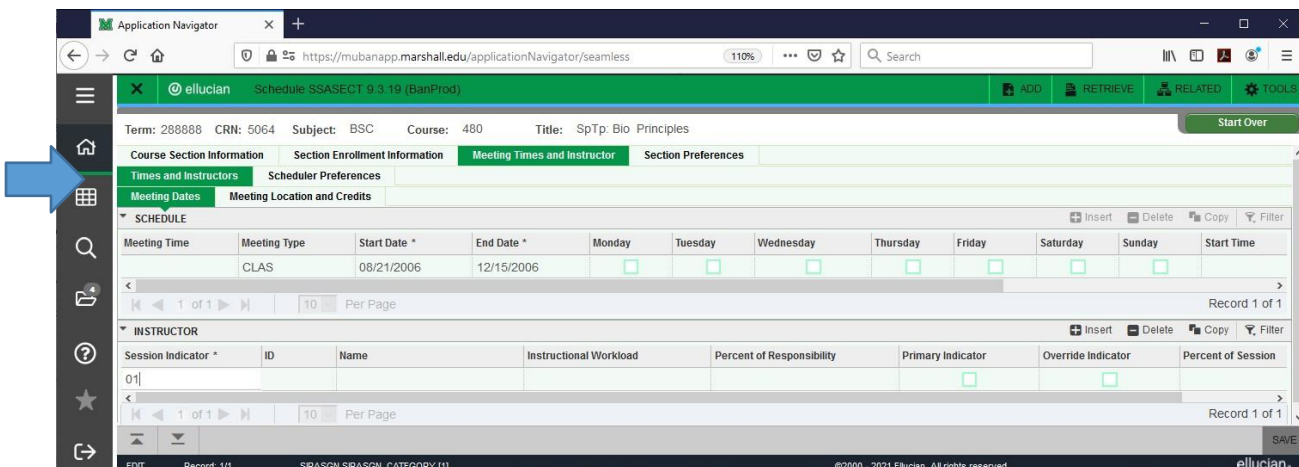
- 1) Click on the third tab “Meeting Times and Instructor”
- 2) **Cursor is in “meeting time”** do not enter anything in meeting time; just tab over twice and the term dates auto-populate.
- 3) **No days/times should be selected for an E-Course.**
- 4) Tab across to Building Code and Room Number.
- 5) **Building Code: WEB.**
- 6) **Hours per Week** You must enter hours per week. If it is a 3 hour course then enter 3 hours.

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences										
Times and Instructors	Scheduler Preferences												
Meeting Dates	Meeting Location and Credits												
<div style="border: 1px solid gray; padding: 5px;"> <p>▼ SCHEDULE</p> <table border="1"> <thead> <tr> <th>Automatic Scheduler</th> <th>Building</th> <th>Room</th> <th>Schedule Type *</th> <th>Hours per Week *</th> </tr> </thead> <tbody> <tr> <td></td> <td>WEB</td> <td></td> <td>I</td> <td>3.00</td> </tr> </tbody> </table> </div>				Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *		WEB		I	3.00
Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *									
	WEB		I	3.00									

- 7) **Click on SAVE** in the lower right, or press F10.

**INSTRUCTOR**

Make sure you are on the SSASECT, Meeting Times and Instructor tab, Time and Instructors sub-tab, then Meeting Dates.



- 1) If no instructor has been assigned yet do NOT enter anything, it will default to “Staff”.
- 2) Al-Pg-Dwn or use the gray arrow at the bottom left to get to the Instructor section.
- 3) Do NOT enter anything in the Session Indicator field.

- 4) Tab over once to the ID field
- 5) Enter instructor MU ID number
- 6) Percent of Responsibility defaults to 100%
- 7) If more than one faculty will be teaching the course then you need to adjust the percentage and make sure someone is designated as the primary instructor and they should have the greatest percentage assigned to them.
  - a. If two faculty will be teaching the course: The percentage could be 51% for the primary instructor and 49% for the secondary instructor.
  - b. If three faculty are teaching the course: The percentage could be 34%, 33%, 33%.
- 8) (NOTE: Beginning in Fall 2022, only instructors designated as the primary instructor for each course will receive Navigate progress reports.)
- 9) Use the “Insert” on the right hand side to add a row, or use the down arrow key on your keyboard to insert a row to add an additional instructor(s).
- 10) Click on **SAVE** in the lower right, or press F10.
- 11) If you have accidentally entered the first two digits of a faculty ID number in the first field “Section Indicator” you will need to remove those two digits and then type in 01, tab and then enter the MU ID number.

#### **DONE WITH THIRD TAB OF SSASECT!**

#### **SECTION PREFERENCES**

- 1) There are no section preferences for an E-Course.

#### **DONE WITH FOURTH TAB OF SSASECT!**

#### **SSATEXT Section Comment page**

- 1) Click on “Related” in the upper right green bar and select SSATEXT.
- 2) Select Alt-Pg Down or click on “Go” in the upper right.
- 3) Enter text in “Section Text” exactly as it was listed in a prior semester.
- 4) **It is important** to enter text exactly as it appears below. The website addresses should NOT contain <http://>.
- 5) You can copy(Ctl + C) /paste (Ctl + V) the relevant text below from this electronic PDF document into the Banner form. That way the spaces and text are correct.

The screenshot shows a form titled "SECTION TEXT" with a sub-label "Section Text \*". The text entered in the field is "ONLINE CLASS - NO LIVE MEETINGS" followed by "REFER TO: WWW.MARSHALL.EDU/ONLINE|". Below the text field is a navigation bar with "1 of 1" and "10 Per Page".

#### **ONLINE COURSE TEXT:**

ONLINE CLASS - NO LIVE MEETINGS  
REFER TO: [WWW.MARSHALL.EDU/ONLINE](http://WWW.MARSHALL.EDU/ONLINE)

**ZERO LIMIT COURSES:**

PERMISSION

**DUAL CREDIT COURSES:**

HIGH SCHOOL STUDENTS ONLY

**PROCTOR/EXAM FEE TEXT:**

STUDENTS WILL BE REQUIRED TO TAKE ONE  
STANDARDIZED EXAM AT COST OF \$15.00

6. Click on **SAVE** in the lower right, or press F10.
7. Close the form by clicking the “X” in the upper left.

**DONE WITH SSATEXT!**

**SSADETL – Schedule Detail**

- 1) go to SSADETL.
- 2) SSADETL can be accessed by typing the form name in the main search box or when in the form SSASECT clicking on “Related” in the upper left green bar and selecting SSADETL.
- 3) ALT-Pg Down or click on “go”.
- 4) Select the third tab “Degree Program Attributes”
- 5) Enter the first attribute OC – Online Course.
- 6) If there are more attributes to be added, you can add a row by clicking on “Insert” in the grey bar in the upper right, or by using the keyboard down arrow while the cursor is in the “Attribute” field.

Enter the appropriate section attributes:

- a. OC – Online Course
- b. CBL – Community-Based Learning
- c. NOBK - No Textbook required for the course
- d. FRBK – Free Book
- e. AE – affordable Education Materials

Core II requirements such as International, Humanities, Composition Core II, etc. are stored in the master file so no entry is needed.

Section Links and Corequisites	Section Fees	Degree Program Attributes	Contract and Block Schedule Information
DEGREE PROGRAM ATTRIBUTES			
Attribute *		Description	
COMP		Composition Core II	
OC		Online Course	

- 7) Click on **SAVE** in the lower right, or press F10.

## DONE WITH SSADETL

### THIRD-PARTY CONTRACT COURSES ONLY

- 1) If you have courses that are Third-Party Contract courses, you are now required to enter the appropriate code.
- 2) **Access from “Course Section Detail” under options.**
- 3) PAGE DOWN five times to Section Contracts Block or use Contract Option tab.
- 4) The following code should be entered in the Contract Field:
 

**3P for Third Party Remission Contact**

The Percentage and Primary Indicator fields should be left blank.
- 5) **Click on SAVE** in the lower right, or press F10.

### SPECIAL TOPICS

#### SEMINAR

#### STAFF DEVELOPMENT

#### INDEPENDENT STUDY

- 1) Follow steps 1-7 on page 1.
- 2) The course name will auto-populate as Special topics/Seminar/Staff Development/Independent Study.
- 3) Revise the name by abbreviating the original course name:
  - a. SpTp:
  - b. Sem:
  - c. StDv:
- 4) Then add the specific course title with the 24 characters remaining (including spaces). Use good judgement when abbreviating. You do not want to unintentionally spell something else!
- 5) Follow steps 11-26.
- 6) ON SSASECT, in the “Credit Hours” section, the minimum number of credit hours is listed in the first field, the maximum number of credit hours is listed in the second field, and in the third field the credit hours of the Special topics/Seminar/Staff Development/Independent Study need to be entered.
- 7) Same with Billing hours.
- 8) Contact Hours – leave blank.
- 9) Proceed with step 28.



**PREREQUISITES – SSAPREQ**

Prerequisites are located under options. These are populated by the Master file and **cannot** be updated. If you need to update prerequisites, the department must email any changes to the Registrar's office or make corrections on the edit.

**CO-REQUISITES**

Co-requisites are not available for review in the section file (SSASECT). This information is listed in the master file. Check the past semester course schedule as a review or check the DUMMY schedule edit once viewable.

**That's it, you're finished with entering a course.**

Please make sure you've saved all changes and you're ready to enter the next course. On the SSASECT page simply click on the "1" or "2" in the upper right just above the text notifications and then click on "Start over" to go back to the top of the page.

Your cursor will appear at the CRN, you need to enter the word "ADD" and begin entering your next course. Don't worry about the prior course info showing in the second line – it will disappear.

**TO DELETE A COURSE IN THE DUMMY SCHEDULE:** To delete a course, in SSASECT, place the cursor in the subject field and then click on "Delete" located toward the right in the grey bar.

**Click on SAVE** in the lower right, or press F10.

The form rolls back up to the top.

You will receive an error message that the CRN is invalid.

Delete the CRN from the form so the CRN field is blank.

Start again!

**To Re-enter the new course and make corrections or changes –**

Enter the term and the CRN at the top of the first page, control page down and you will be able to review all information previously submitted. You can update particular fields by placing the cursor within the field, click on the delete key (on keyboard, not the menu bar) and then enter the change. Don't forget to save and then check the bottom of the screen to make sure your transaction completed. If not completed, an error message will appear.

**Review Schedule Information at a Glance**

- 1) After your course information has been entered in SSASECT in the Dummy term, there is an MU BERT report available titled "Dummy term Verification Report". It is recommended you view the report often to make sure you are not repeating errors. Access to this report is granted after you complete schedule entry training.
- 2) After your course information has been entered in SSASECT, you can also review partial information at a glance in SSASECQ (Schedule Section Query Form). Although this form does not include all details, it will give you information regarding limits, campus codes, part of term codes, subject/section numbers and a comments indicator. This is a good tool to use

after you complete schedule entry to check section number sequence, campus code, and/or enrollment limits.

**Please do not enter restrictions on SSARRES. If you need to restrict a course, contact THE Registrar's Office**

An easy way to identify what summer term a course is offered is that the first number of the section, or first number of the course CRN, is the same as the last number of the summer term. Example: EDF 625, Sect 431, CRN 4159 is in Summer I (20XX04)

**VERIFY E-COURSE WAS ENTERED AND IDENTIFIED CORRECTLY**

**What identifies a course as an E-course, or online course**

1. Make sure on pages 2-3, SSASECT, Session:
  - a. Campus code "E" Electronic Courses is selected
  - b. Schedule Type "I" Internet Delivery is selected
  - c. Session "I" Internet Delivery is selected
  - d. Building code of "WEB" is entered.
  
2. Make sure on page 6, SSATEXT the comment states:

ONLINE CLASS - NO LIVE MEETINGS  
REFER TO: [WWW.MARSHALL.EDU/ONLINE](http://WWW.MARSHALL.EDU/ONLINE)

3. Make sure on page 7, SSADETL, third tab, OC Online Course is selected

The screenshot shows the ellucian system interface. The top navigation bar includes 'ADD', 'RETRIEVE', 'RELATED', and 'TOOLS'. The main content area displays course information: Term: 202102, CRN: 2012, Subject: ACC, Course: 216, Title: Principles of Accounting. Below this, there are tabs for 'Section Links and Corequisites', 'Section Fees', 'Degree Program Attributes' (which is selected), and 'Contract and Block Schedule Information'. Under the 'DEGREE PROGRAM ATTRIBUTES' tab, there is a table with columns 'Attribute' and 'Description'. The table contains one entry: 'Online Course'. At the bottom of the table, there are navigation controls including '1 of 1', '10 Per Page', and 'Record 1 of 1'.

**ONLINE COURSE SSASECT EXAMPLE**

allucian
Schedule SSASECT 9 3 '19 (Banner)
ADD
RETRIEVE
RELATED
TOOLS

Term: 202102 CRN: 2012 Subject: ACC Course: 216 Title: Principles of Accounting

**COURSE SECTION INFORMATION**

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

Subject ACC ACCOUNTANCY Campus \* E Electronic Courses  
Course Number 216 Status \* A Active  
Title Principles of Accounting Schedule Type I Internet Delivery  
Section \* 204 Instructional Method Special Approval  
Cross List Integration Partner Duration Override Duration

**CLASS TYPE**

Traditional Class	Part of Term	Start Date	End Date	Section
1	...	01/19/2021	04/30/2021	16

Open Learning Class

Registration Dates: First Last

Start Dates: Processing Rules

Maximum Extensions: 0

**CREDIT HOURS**

Credit Hours	Credit Hours Indicator	Billing Hours	Billing Hours Indicator	Lecture	Lecture Indicator	Lab	Lab Indicator
3.000	None	3.000	None		None		None

Insert Delete Copy Filter

### SSASECT BLANK PAGE

Term: 222222 CRN: ADD Subject: Course: Title: Start Over

**COURSE SECTION INFORMATION** Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject \* | ... Campus \* ... Grade Mode ...  
Course Number \* ... Status \* ... Session ...  
Title ... Schedule Type \* ... Special Approval ...  
Section \* 0 ... Instructional Method ... Duration ...  
Cross List ... Integration Partner ... Override Duration ...

**CLASS TYPE** Insert Delete Copy Filter

Traditional Class Part of Term ...  
Open Learning Class First Last

Registration Dates Start Dates Processing Rules  
Maximum Extensions 0

**CREDIT HOURS** Insert Delete Copy Filter

Credit Hours Credit Hours  
Credit Hours Credit Hours  
Indicator None To Or Lecture Indicator None To Or  
Billing Hours Lab

EDIT Record: 1/1 SSASECT:SSASECT\_SUBJ\_CODE (1) ellucian SAVE