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 10, 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.

TIP: 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:  

*Banner 9 NAVIGATION continues on the next page.*
ADDING CLASSES USING Banner 9
View the differences

SSASECT
SSASECT 1

- Fill out the ‘Term’
- Click on ‘Create CRN’
SSASECT 2
COURSE SECTION INFORMATION TAB

- ‘Save’ (at the bottom right)
- Then will have a CRN (at the top)
SSASECT 3
SECTION ENROLLMENT INFORMATION TAB

• 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

- 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

- 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).
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
SSADETL 5 – BUDGET CODES

• Go to the Related list and choose SSSADETL 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)

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

![SSATEXT 6 - ADDING A COMMENT](image-url)
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.

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

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:

- 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
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.

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.
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!**
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.

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

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

Under the **Section Links and Corequisites** tab, enter your **Link Connector**.
OVERRIDES using Banner 9

View the differences

SFASRPO
• 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!!**
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.