CREATE MULTIPLE SECTIONS WITH LINK IDENTIFIER CODES

TABLE OF CONTENTS

REVISION HISTORY

Version	Date	Name	Description
1	1/22/15	M Stewart	Initial procedures for Version 8
2	6/21/18	M Stewart	Initial procedures for Version 9.

INTRODUCTION AND PURPOSE

The purpose of this document is to outline how to add in Banner a course with two or more approved course activities (schedule types). Then, how to add the applicable link identifier and corresponding link connector to each CRN of the course's activities. Accurate link identifier and link connector entry ensures a student can enroll in all approved activities of a course and must be in place prior to the start of registration.

RELATED POLICIES, REGULATIONS, GUIDING PRINCIPLES, AND COMMON PRACTICES

To maintain and produce quarterly class offerings and the Schedule of Classes publication. A course approved with two or more course activities (schedule types) with group contact hours is added on form SSASECT with one CRN per group activity. Course activities approved with individual contact hours are not added for the course unless that individual activity is the only activity approved for the course. To ensure a student enrolls in all approved group activities of a course, each approved group activity is identified with a link identifier on SSASECT and contains at least one link connector on SSADETL that ties that CRN to any other approved group activities of a course.

IMPACTED DEPARTMENTS, UNITS, PROGRAMS, AND CENTERS

1. Registrar's Office
2. Academic Departments
3. College Offices

BEFORE YOU BEGIN

If this is the first time you are reviewing this procedure, go to R' Space and select the Banner Training icon in order to follow along and practice. Please submit a ticket if you have trouble accessing Banner Training.

PAGES

The pages listed below are covered in this training.

Page	Page Name	Description
SSASECT	Schedule	Section information - where link identifier of the CRN is added
SSADETL	Schedule Detail	Course section detail - where link connector of the CRN is added

PROCEDURES

ADDING MULTIPLE SECTIONS OF A COURSE

For a course approved with two or more course activities (schedule types) with group contact hours, each section of each of these course activities must have its own CRN.

STEPS

1. Navigate to **SSASECT**. In this example, **BUS 103** will be added in **201840** – one lecture section, two discussion sections.
2. Enter the desired term in **Term** field and enter **ADD** in **CRN** field.
3. Click **Go**.
4. Enter: **BUS** in the **Subject** field.
5. Enter: **103** in **Course Number** field.
6. Enter: **050** in **Section** field (for lecture section).
7. Enter: **C** (Riverside) in **Campus** field.
8. Enter: **A** (Active) in **Status** field.
9. Enter: **Schedule Type** of the section in **Schedule Type** field (in this example, select **LEC – Lecture**).
10. Ensure the **Instructional Method** data that populates this field is not removed when user tabs out of the field.
11. Click in the **Part of Term** field (under the **Traditional Class** heading):
    a. Click **List of Values** button (contains three dots next to the field).
    b. This will bring up the **Section Part of Term (POT) Query**.

Note: **Part of Term (POT)**: Click LOV button to bring up the dates of instruction for the term. Select one of the desired POT:

> 1=Full Term (Fall, Winter, Spring Quarters)
> 2=Special Term 2(Mainly used by MSOL Program)
> M1=Medical Year 1
> M2=Medical Year 2
> M3=Medical Year 3
> M4-Medical Year

See Summer Sessions for summer parts of term.

    c. Select the desired POT, then click **OK**.
    d. In **SSASECT**, the dates associated with the selected **Part of Term** will populate.

12. **Credit Hours**: click in the blank box in the **Credit Hours** row. Because **LEC** is the unit-bearing activity of **BUS 103**, enter **4** in the blank box and **Tab**.
13. **Billing Hours**: enter **4** in the blank box in the **Billing Hours** row and **Tab**.
14. **Lecture**: click in the blank box in the **Lecture** row, enter **3** and **Tab**.
    a. **Note**: The blank **Contact Hours** box will automatically populate with the number of hours entered in the **Lecture** box.
15. **Other**: click in the blank box in the **Other** row, enter **0 (zero)** and **Tab**.
    a. For **BUS 103**, the "other" approved activity with group contact hours is **Discussion**. It is not the activity being added, so enter **zero** in this box.
16. **Link Identifier** field: enter the identifier code associated with this section's course activity (in this example, **L1 for lecture**). A table of link identifiers appears at the end of these procedures
    a. The link identifier **L1** will **connect** the **BUS 103 lecture** section to the **BUS 103 discussion** sections.
17. **Save**.

18. Next, the **BUS 103 discussion** sections will be added.
19. Still on page **SSASECT** – if needed, click in the yellow notification box to clear the **Save Successfully** message.
20. Click: **Start Over**.
21. Verify **Term** is the same as for the lecture section just added.
22. Enter: **ADD** in the **CRN** field.
23. Click **Go**.
24. Enter: **BUS** in the **Subject** field.
25. Enter: **103** in **Course Number** field.
26. Enter: **051** in **Section** field (first discussion section)
27. Enter: **C** in **Campus** field.

28. Enter: **A** in **Status** field.
29. Enter: course activity of the section in **Schedule Type** field (select **DIS – Discussion**).
30. Ensure the **Instructional Method** data that populates this field is not removed when user tabs out of the field.
31. Click in the **Part of Term** field (under the **Traditional Class** heading):
    a. Click **List of Values** button (contains three dots next to the field) or if the part of term value is known for the section being added, it can be entered directly into the **Part of Term** field; then **Tab.**
    b. Selected desired part of term from the **Section Part of Term Query** box, then click **OK**.
32. **Credit Hours**: click in the blank box in the **Credit Hours** row. Because for this course **DIS** is a non-unit-bearing activity, enter **0 (zero)** in the blank box and **Tab**.
33. **Billing Hours**: enter **zero** in the blank box in the **Billing Hours** row and **Tab**.
34. **Lecture**: click in the blank box in the **Lecture** row, enter **0 (zero)** and **Tab**.
35. **Other**: click in the blank box in the **Other** row, enter **1** and **Tab**.
    a. **Note**: The blank **Contact Hours** box will automatically populate with the number of hours entered in the **Other** box.
36. **Link Identifier**: enter the identifier code associated with this section's course activity (**D1 for discussion**). The link identifier **D1** will **connect** the **BUS 103 discussion** sections to the **BUS 103 lecture** section.
37. **Gradable** option: if this box is checked, **uncheck** it. For BUS 103, the discussion is non-unit-bearing and thus is not gradable.
38. **Save**.

39. Repeat **steps 19 through 38** to add another discussion section (in this example, **BUS 103 052, CRN 25720**).

LINKING MULTIPLE SECTIONS OF A COURSE.

All of a course's sections (activity types approved with group contact hours) are added on SSASECT, which includes entering the link identifier that corresponds to that section's course activity (schedule type). Once completed, each section now needs to be connected to any other of that course's schedule types approved with group contact hours.

STEPS

1. Navigate to **SSADETL (Schedule Detail)**.
2. First, the link connector for the BUS 103 lecture (CRN 25714) will be added.
3. Verify the desired **Term** and **CRN** are displayed in these respective fields.
4. Click **Go**.
5. Page **SSADETL** opens at the **Section Links and Corequisites** tab.
6. Click in the first field of the **Link Connector** section, located underneath the **SECTION LINKS** heading.
7. Enter the link code of the course activity with group contact hours approved for the course that is <u>not</u> the course activity of the current CRN.
   a. In this example, the **BUS 103 lecture (CRN 25714)** with **link identifier L1** has been opened.
   b. **BUS 103** is approved for **lecture** and **discussion** as course activities with group contact hours.
   c. Thus, the **BUS 103 lecture** needs to be **connected** to the **BUS 103 discussions**.
   d. **D1** is entered in the **Link Connector** field.

1. Next, add the **link connector** for the **BUS 103 discussions**.
2. Still in **SSADETL**:
   a. Click **Start Over**.
   b. Verify desired term is in the **Term** field.
   c. In **CRN** field, enter next CRN (in this example, **CRN 25715** for **BUS 103 051**).
   d. Click **Go**.
3. Click in the first field of the **Link Connector** section, located underneath the **SECTION LINKS** heading
4. Enter the link code of the course activity with group contact hours approved for the course that is <u>not</u> the course activity of the current CRN.
   a. In this example, the **BUS 103 discussion (CRN 25715)** with **link identifier D1** has been opened.
   b. **BUS 103** is approved for **lecture and discussion** as course activities with group contact hours.
   c. Thus, the **BUS 103 discussion** needs to be **connected** to the **BUS 103 lecture**.
   d. **L1** is entered in the **Link Connector** field.
5. **Save**.
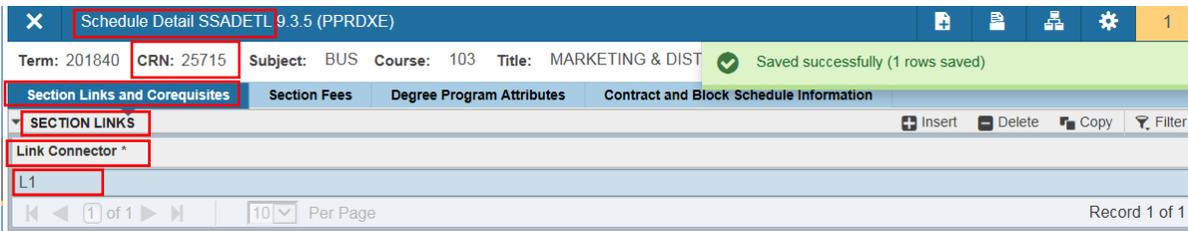
6. Repeat **steps 12 – 15** to add the link connector for discussion **BUS 103 052 (CRN 25720)**.

7. If the course has more than two approved course activities with group contact hours, each of these activities not representing the course activity of the current CRN needs to be added in a **Link Connector** field.

    a. Example: a course is approved with group activities of lecture, discussion, and lab. On the lecture's CRN in **SSADETL/Section Links and Corequisites tab/SECTION LINKS heading**, the **Link Connector** section would contain two link connector entries - **discussion (D1)** <u>and</u> **lab (B1)**.

    b. To add more than one link connector, click the **Insert** button in the **Link Connector** section.

ORDER OF LINK IDENTIFIERS AND CONNECTORS

Occasionally, a course will have the following set-up:

- Two or more approved course activities (schedule types) with group contact hours.
- Each specific primary activity section is linked to a specific secondary activity section.
- Department is offering 11 or more sections of the course.

For this set-up, an order of assigning link identifiers and connectors has been established.

Example: NASC 093, approved with seminar (SEM) and discussion (DIS) as group activities (schedule types). One seminar section is linked to one discussion section. Department generally offers around 50 sections of NASC 093 every fall term, as this course is included in all of the CNAS Learning Communities blocks.

The order of link identifiers and connectors that would be followed:

Seminar – assign for first 10 sections	S1	through	S0 (zero)	Designated link identifier for SEM (primary activity)
Seminar - then assign for next 26 sections	SA	through	SZ	Designated link identifier for SEM (primary activity)
Discussion – assign for first 10 sections	D1	through	D0 (zero)	Designated link identifier for DIS (secondary activity)
Discussion - then assign for next 26 sections	DA	through	DZ	Designated link identifier for DIS (secondary activity)
Seminar (i.e., primary activity) – assign for next 10 sections	K1	through	K0 (zero)	K series designated link identifier for additional primary sections
Seminar (i.e., primary activity - then assign for next 26 sections	KA	through	KZ	K series designated link identifier for additional primary sections
Discussion (i.e., secondary activity) – assign for next 10 sections	Y1	through	Y0 (zero)	Y series designated link identifier for additional secondary sections
Discussion (i.e., secondary activity) – then assign for next 26 sections	YA	through	YZ	Y series designated link identifier for additional secondary sections

Following the above order provides link identifiers and connectors for up to 72 sections of a course.

TABLE OF LINK IDENTIFIERS (FOR GROUP SCHEDULE TYPES)

Schedule Type	Schedule Type Code	Link Identifier
Activity	ACT	V1
Clinic	CLN	N1
Colloquium	COL	O1
Consultation	CON	C1
Demonstration	DEM	M1
Discussion	DIS	D1
Field	FLD	F1
Individualized Study	IND	I1
Internship	INT	H1
Laboratory	LAB	B1
Additional Lecture	LCA	A1
Lecture	LEC	L1
Online discussion & listening	ODL	G1
Practicum	PRC	P1
Research	RES	R1
Screening	SCR	E1
Seminar	SEM	S1
Studio	STU	U1
Term Paper	TPA	T1
Thesis	THE	J1
Tutorial	TUT	Z1
Workshop & Screening	W&S	K1
Workshop	WRK	W1
Written Work	WWK	X1

FINAL QUIZ

2. When is a link identifier and connector attached to a course section in SSASECT?
   a. Answer: when course is approved for two or more course activities (schedule types) with group contact hours.
3. On which page is the link connector added?
   a. Answer: SSADETL (Schedule Detail).