


Meeting Time & Instructor Quick Steps

<http://testinb.texastech.edu:7778>

SSASECT – Section Form

 How to Enter in Meeting Times & Instructors on Course Section

Step 1

 Enter in **Term**: 200957 (TTU Spring 2009), 200951 (HSC Spring 2009)


 Search for **CRN** (2 ways)

- ◆ Type in **CRN** in **CRN** field, or
- ◆ **Click on CRN field Pull down Arrow**
 1. Tab to **Subject** field
 2. Type in **ENGL**
 3. Type in **Course Number** (if known)
 4. **F8**

Highlight course & **Double Click** to select

You'll be taken back to **SSASECT**

[Next Block]


- ◆  **Verify** that everything looks ok with section
Section number, Credit hours, Billing hours, Gradable field is checked or unchecked correctly, enrollment limits, Cross List codes, etc

[Next Block]



Step 2

 Enter in **Meeting Time Information**

- ◆ Click on **Meeting Time Pull down Arrow**
- ◆ **Select Appropriate Meeting Time Code** (Note: Military Time)
 1. **M1** MWF 8:00 – 8:50 am
 2. **T1** TR 8:00 – 9:20 am
 3. **M5** MWF 14:00 – 12:50 (2:00 – 2:50 pm)
 4. **T5** TR 14:00 – 15:20 (2:00 – 3:20 pm)
 5. **AR** Arranged section with no Dates or Time scheduled – *see instructions below*
- ◆ **Highlight** Meeting Time code & **Double Click** to select
- ◆ You'll be taken back to **SSASECT**
- ◆ **[Save]** 
- ◆ **[Next Block]**

Meeting Time Information
cannot be deleted if an
Instructor exists on section

Refer to Step 4

Step 3

 Enter in **Instructor Information**

- ◆ **Click on ID Pull down Arrow**
- ◆ **Type in Last Name (use Wildcard if needed)**
 1. **Smith%**
- ◆ **Type in First Name (Use Wildcard %)**
 1. **Jam%**
- ◆ **F8**
- ◆ **Highlight** Instructor & **Double Click** to select
- ◆ **[Save]**
- ◆ **Repeat process** to add additional instructors to course section
 1. Make appropriate adjustments to Percent of Responsibility

Faculty member must be
set as an Instructor in
Banner before they can
added to a course section

Step 5

➡ Rollback


- ◆ Repeat Process by entering in another **CRN number**
-

Step 6 (If needed)

🗑️ How to Delete Meeting Times and/or Instructor

- ⊕ Instructor(s) must be removed from the section prior to removing a Meeting Time
- ⊕ A quick way to change a Meeting Time if an instructor is assigned to course section
 - Add a Meeting time
 - [Save]
 - Go back and delete the incorrect meeting time and resave

➡ Remove **Instructor(s)** first

- ◆ [Next Block] to **Instructor Block**
- ◆ Highlight "**Primary**" Instructor
 1. **Record/Remove**
 2. **Repeat process** if section has other instructors
- ◆ [Save] 
- ◆ [Previous Block]

➡ Remove **Meeting Time**

- ◆ Highlight **Meeting Time**
 1. **Record/Remove**
 2. **Repeat Process if needed**
 - ◆ [Save]
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AR – Arranged Times and Dates

A Meeting Time must be set on a section prior to entering in an instructor

➡ Step 1

- ◆ Enter in **Meeting Time**
- ◆ Enter in **AR** code – (Arranged)
- ◆ *Note: Notice that a begin and end time of 0000 to 0001 was automatically entered*
- ◆ [Save]

➡ Step 2

- ◆ Enter in **Instructor Name**
- ◆ [Save]

➡ Step 3

- ◆ [Previous Block] back to Meeting Time block
- ◆ Tab to **Begin and End Time** & **delete** out 0000 to 0001
- ◆ [Save]

Banner Web Sites

Banner Terms

TTU

200957 Spring 2009
200977 Summer 2009
201027 Fall 2009

Banner Terms

TTUHSC

200971 Full Summer 2009 HSC
200973 Summer 2009 Medicine
200975 Summer 2009 Pharmacy
200951 Spring 2009 HSC
200953 Spring 2009 Medicine
200955 Spring 2009 Pharmacy
201021 Fall 2009 HSC
201023 Fall 2009 Medicine
201025 Fall 2009 Pharmacy

SSASECT

Overview of Form

- ✓ Subject
- ✓ Course Number
- ✓ Section
- ✓ Campus Code
- ✓ Status Code
- ✓ Schedule Type
- ✓ Instructional Mode
- ✓ Grade Mode
- ✓ Part of Term
- ✓ Credit Hours
- ✓ Billing Hours
- ✓ Contact Hours
 - Lecture
 - Lab
 - Other
- ✓ Set Enrollment Limits
- ✓ Set Meeting Times
- ✓ Set Instructor

Banner Student Web Site

<http://testinb.texastech.edu:7778>

***First time you sign in:*

- You will be prompt to download ActiveX.

*Note: This web site URL could change prior to Go-Live

Need to Reset Your Banner Password

<http://team.texastech.edu>

Banner Project Site

<http://www.texastech.edu/connectech/>