



Banner Navigation
And
Course Schedule
Training

Records and Registration
Office of Enrollment Management

What is Banner?

Banner Student brings together administrative and academic functions to make it easier to manage data while giving students and faculty secure online access to the information they need. This is a product of SunGard Higher Education. It may be accessed two different ways.

INB – Internet Native Banner is the database where student information is entered.

SSB – Self Service Banner (myTSU) used by students, advisors, staff, and faculty. Changes made in myTSU update INB and vice-versa. Internet Explorer will be the browser of choice at TSU.

Information from Banner Student training documents and resources has been extracted in an effort to offer a concise overview of navigating in Banner

Logging into Internet Native Banner (INB)

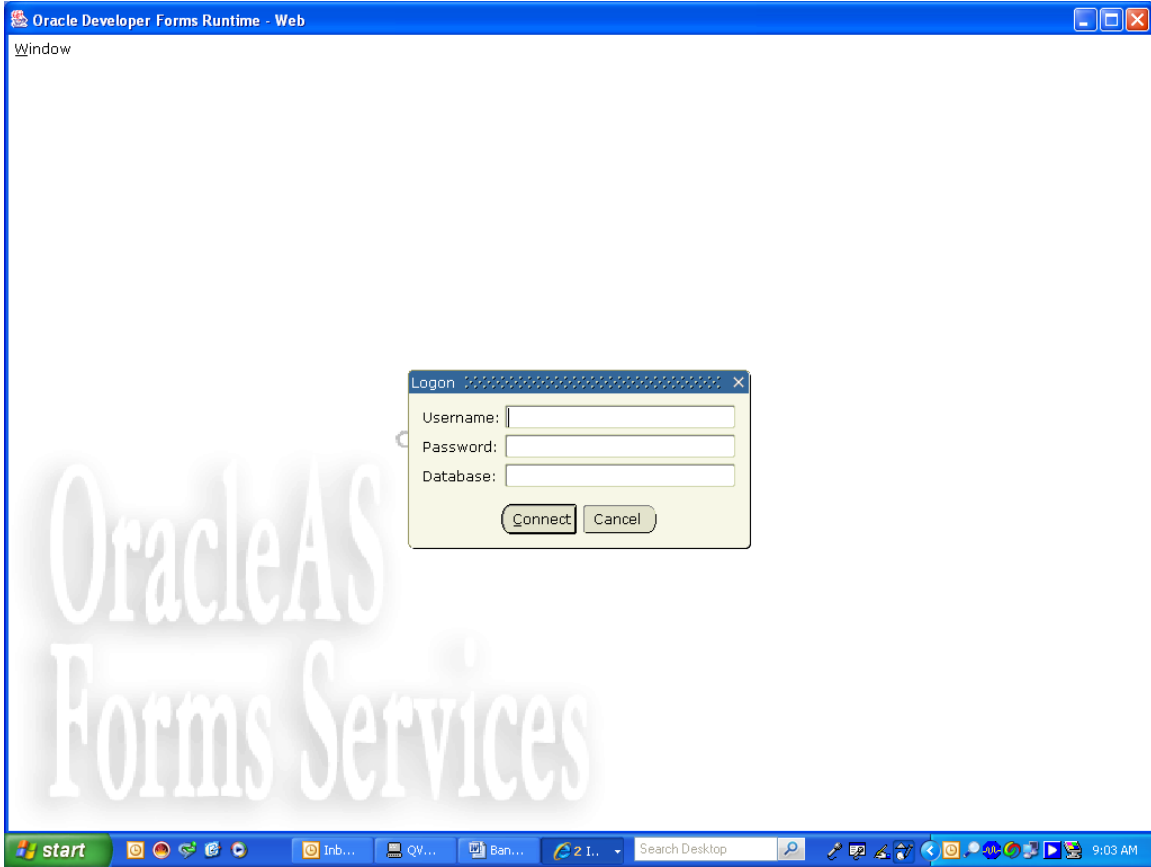
Access TSU homepage Go to: www.tnstate.edu/banner

This is the login menu. You must select the correct Banner database to login successfully. Instructions on how to log into Banner will be given by your instructor.

This is the Login menu: Click on PROD System

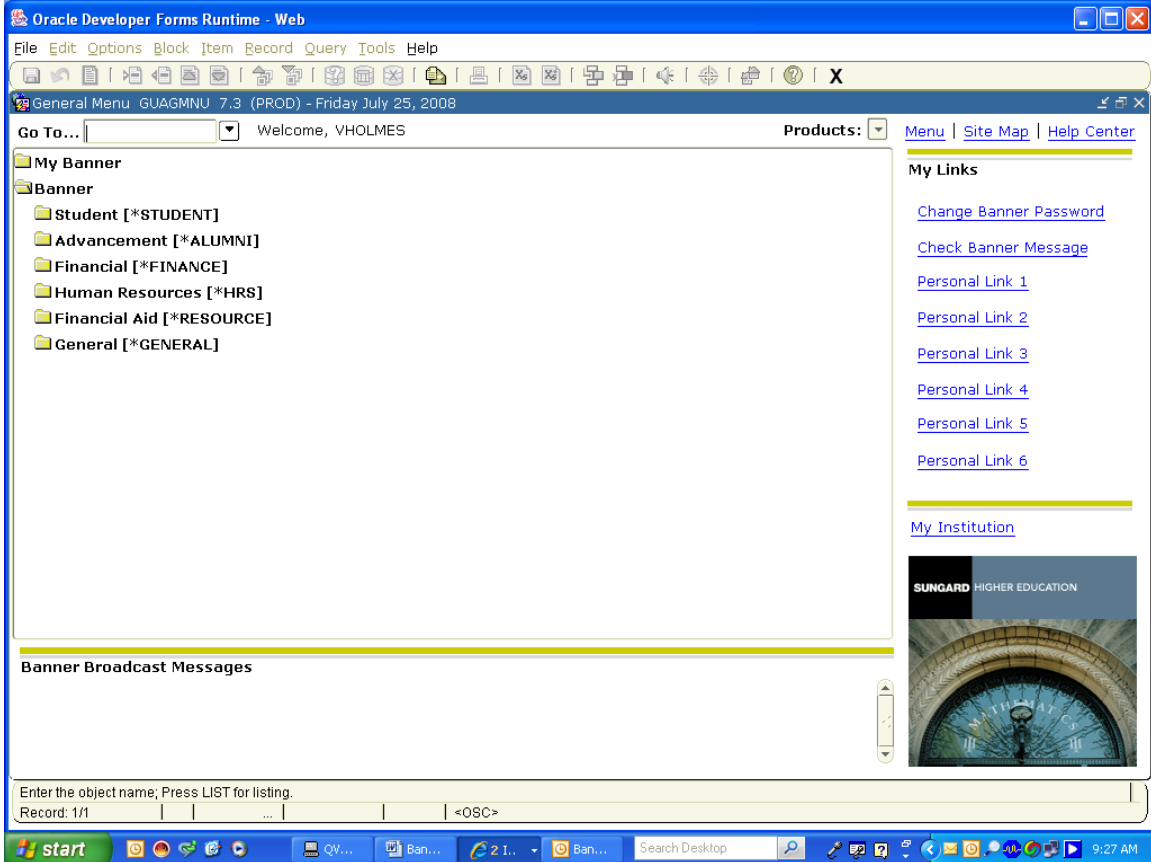
The screenshot shows the Banner Support website. At the top, there is a navigation bar with links for FUTURE STUDENTS, CURRENT STUDENTS, PARENTS & FAMILIES, ALUMNI, VISITORS, and FACULTY & STAFF. Below this is a large banner image with the text "Banner Support". The main content area is divided into a left sidebar and a main grid. The sidebar contains links for Office of Technology Services, Banner Support, Forms, OTS Toolkit, and Contact Us. The main grid has a breadcrumb "Home > Banner System" and a title "Banner Support Aids & Access for the Banner User". The grid contains several sections: SERVICE NOW (SNOW) - Online Help Ticket System - How to Submit a Ticket (pdf); PASSWORD RESET (with a link to "Request Your Banner (INB) Password Reset Video"); NEED ACCESS TO BANNER or BDMS?; BANNER RESOURCES; CLASSES (with a link to "Registration Instructions"); FACILITATOR-LED CLASSES (with a link to "Register for Banner Navigation Register for Banner Tips and Tricks"); DOCUMENTATION (with a link to "Banner Basics"); and ACCESS TO SYSTEMS. The ACCESS TO SYSTEMS section includes a link to "PROD System" which is highlighted by a red callout box with the text "Select PROD System". Other links in this section include "TEST System (Last cloned May 2016)" and "STAGE (Stge) System (Last cloned April 2016)".

This is the logon dialog box. Enter the username and password given by your instructor.
Click on Connect.



Menu

The Main Menu provides an overview of the menus, forms, and jobs on Banner. Use the Main Menu to navigate through Banner.



Menu Part	Description
Menu Bar	Offers a variety of options for navigating within Banner.
Object Search	Access a form, job, or Quick Flow if you know part of its name, Description or type.
Toolbar	Set of icons that represent shortcuts for performing common functions From the main menu
Auto Hint/Status Line	Describes the Field where the cursor is located Displays error and processing Messages Explains the purpose of the field, what can be done next or how to Access another window or form
Hierarchical Tree Menu Structure	Access forms through the main menu hierarchical tree structure

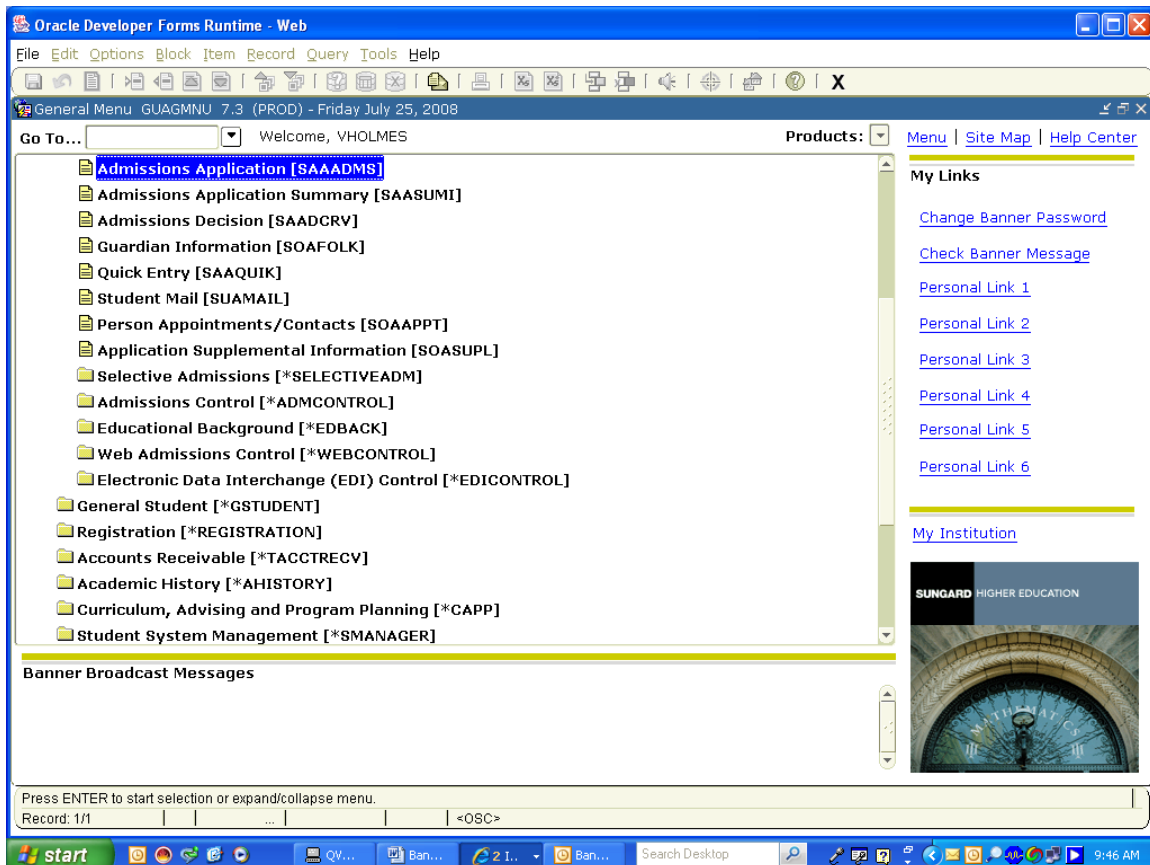
Menus - How to Access Forms

1. Hierarchical menu
2. **Go To...** Field from Main Menu
3. **Go To...** Field accessed by <F5> function from a form
4. **Options** Menu from within a form
5. List of forms accessed during current Banner Session stored in the File Menu
6. Direct Access Form
7. Site Map

Hierarchical Menu

When accessing forms from the Main Menu they are displayed as a hierarchy. You can expand and collapse content by clicking on the folders. If you do not have permission to access certain forms on a product menu then you will not see those forms. Therefore, you will only see the product menu and the submenus under it.

1. Find the product area that you wish to access
2. Double click on the closed folder next to the product to expand the menu
3. Double click the form you would like to access or expand an area further by clicking the closed folder



Main Menu 'Go To...' Field or File/Direct Access

You can access a form from the **Go To...** field from the Main Menu, if you know the 7-character code of the form you wish to access. You may also use the up and down arrow keys in the **Go To...** field to access forms you have previously opened during your current Banner session. Another option is to select Direct Access from the file menu.

What is a form?

A form is an online document where you can enter and look up information in your database. It is comparable to a screen in SIS+.

Oracle Developer Forms Runtime - Web: Open > SPAIDEN

File Edit Options Block Item Record Query Tools Help

General Person Identification SPAIDEN 7.3 (PROD)

ID: Generate ID:

Current Identification Alternate Identification Address Telephone Biographical E-mail Emergency Contact

ID: Name Type:

Person

Last Name:

First Name:

Middle Name:

Prefix:

Suffix:

Preferred First Name:

Full Legal Name:

Non-Person

Name:

ID and Name Source

Last Update

User:

Activity Date:

Origin:

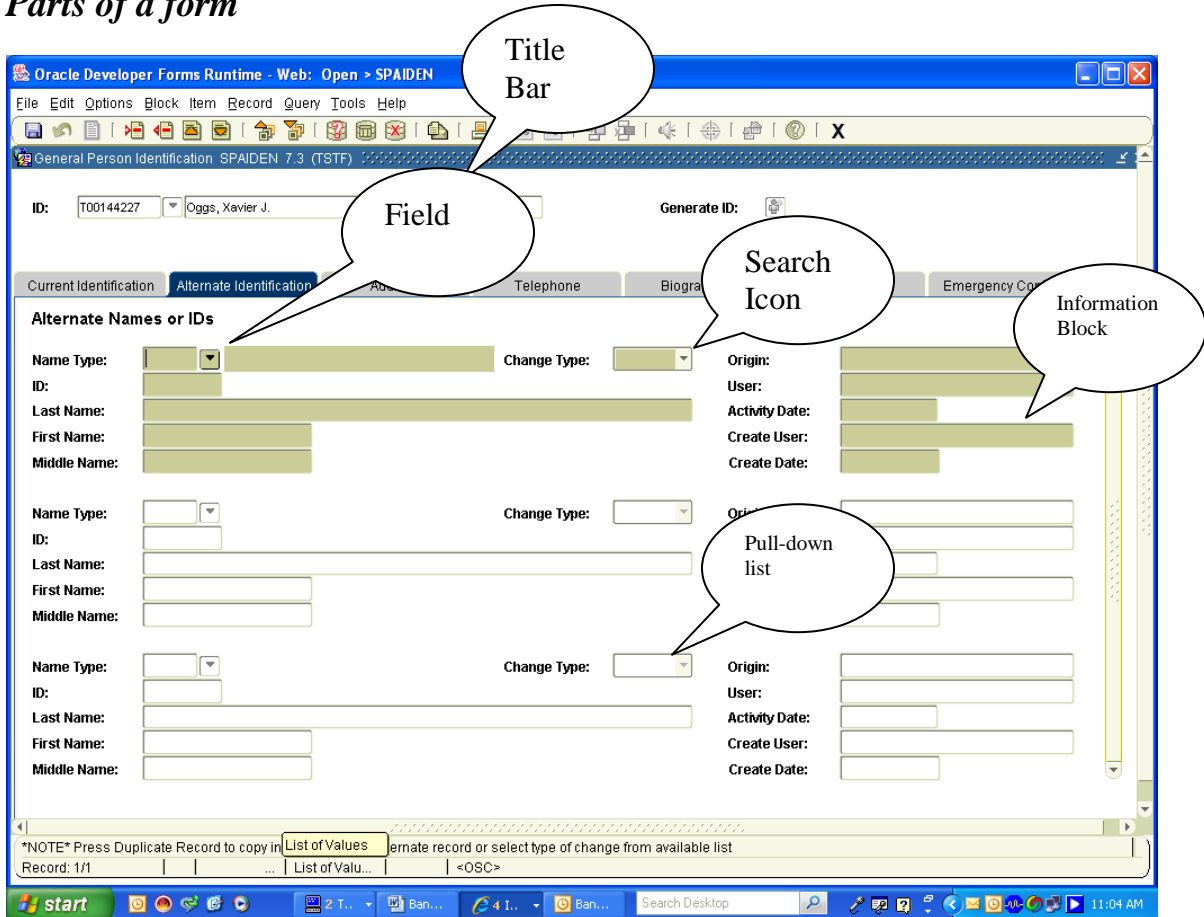
Original Creation

User:

Create Date:

ID number; LIST for person; COUNT HITS for non-person; DUP ITEM to generate ID; DUPLICATE RECORD for Alternate ID look-up.
Record: 1/1 | ... | <OSC>

Parts of a form



Part	Description
Title Bar	May display the form's descriptive name, the seven-character ID name, the software version number and the database name.
Search Icon	Calls up the set-up form that contains the pre-entered data for you to select an ID.
Key Block	Contains information that determines what is entered or displayed on the remainder of the form.
Information Block	Displays data about the information entered in the Key Block. Area where you enter information prior to updating a record.
Field	Area on a form where you can enter, query, change, and display specific information.
Pull-down List	Used to select a field value from a list of pre-defined values. A down arrow in the right side of the field indicates that the field has a pull-down list.
Tabs	Tabs are used to arrange information in a meaningful way, and allow you to navigate easily between groups or blocks of information.

What does the form name mean?

Every form has an abbreviated 7 character form name. Most of the time, forms are referred to by this 7 character form name.

- Position 1 – Identifies the Banner product owning the form, report, process or table.
 - G = General
 - S = Student
- Position 2 – Identifies the application module owning the form, report, process or table. Is unique to the product identified in position 1
 - G = General
 - ⌚ E = Event Management
 - ⌚ J = Job Submission
 - ⌚ L = Letter Generation
 - ⌚ O= Overall
 - ⌚ P = Purge
 - ⌚ S = Security
 - ⌚ T = Validation form/table
 - ⌚ U = Utility
 - S = Student
 - ⌚ A = Admissions
 - ⌚ C = Catalog
 - ⌚ E = Support Services
 - ⌚ F = Registration/Fee Assessment
 - ⌚ G = General Student
 - ⌚ H = Grades/Academic History
 - ⌚ I = Faculty Load
 - ⌚ L = Location Management
 - ⌚ M = CAPP
 - ⌚ O= Overall
 - ⌚ P = Person
 - ⌚ R = Recruiting
 - ⌚ S = Schedule
 - ⌚ T = Validation form/table
- Position 3 – Identifies the type of form, report, process or table.
 - A = Application
 - B = Base Table
 - I – Inquire
 - P = Process
 - R – Rule Table, Repeating Table, Report or Process
 - V = Validation
 - M = Maintenance
- Position 4, 5, 6, 7 – Identifies a unique four-character code for the form, report, process or table.
 - ***IDEN = Identification
 - ***PINC = Position Incumbent
 - ***STDN = Student Relation
 - ***PERS = Person

Form Components

All Banner Forms are made up of three components: Records, Fields, and Blocks.

A block is a section of a form or window that contains related information. If a form or window contains more than one block, each block (except the key block) may be enclosed in a beveled box. There are two types of blocks, a Key Block and an Information Block.

- Key Block
 - Where you start on a form
 - Every form has a Key Block
 - A unique code is entered such as an ID number, term code or document number.
 - Lets Banner know what piece of information you want to retrieve
 - The rest of the information on the form will refer to the information that you enter on the Key Block.
- Information Block
 - Section that contains related information to what was entered in the Key block
 - A line may separate each Information block on the form

The screenshot shows a web browser window titled "Banner Forms Runtime - Web: Open...". The browser address bar shows "Identification SPAIDEN 7.3 (TSTF)". The form has a menu bar with "Block", "Item", "Record", "Query", "Tools", and "Help". Below the menu bar is a toolbar with various icons. The main form area has a header with "ID: T00144227" and "Oggs, Xavier J." and a "Generate ID:" button. Below this is a tabbed interface with tabs for "Current Identification", "Alternate Identification", "Address", "Telephone", "Biographical", "E-mail", and "Emergency Contact". The "Current Identification" tab is active, showing an "ID:" field with "T00144227" and a "Name Type:" dropdown. The form is divided into two main sections: "Person" and "Non-Person". The "Person" section has fields for "Last Name:" (Oggs), "First Name:" (Xavier), "Middle Name:" (J), "Prefix:", "Suffix:", "Preferred First Name:", and "Full Legal Name:". The "Non-Person" section has a "Name:" field. To the right of the "Person" section is a "ID and Name Source" section with "Last Update" information: "User:" (MDUGGER), "Activity Date:" (21-MAY-2008), and "Origin:" (GOAMTCH). Below this is an "Original Creation" section with "User:" (MDUGGER) and "Create Date:" (21-MAY-2008). At the bottom of the form is a status line that reads "Current identification number; overtyping to change." and "Record: 1/1". A callout box labeled "Previous Block" points to the "Current Identification" tab, and another callout box labeled "Next Block" points to the "Generate ID:" button.

The Record Counter displays number of records viewed and the number of total records. A question mark in the status line signifies that there are more records, but you haven't gotten to the last one, so the computer doesn't know how many there are yet.

Wildcards (Searching for items in a database)

A wildcard is a special character that represents one or more other characters. Use wildcard symbols % and _ in the search criteria.

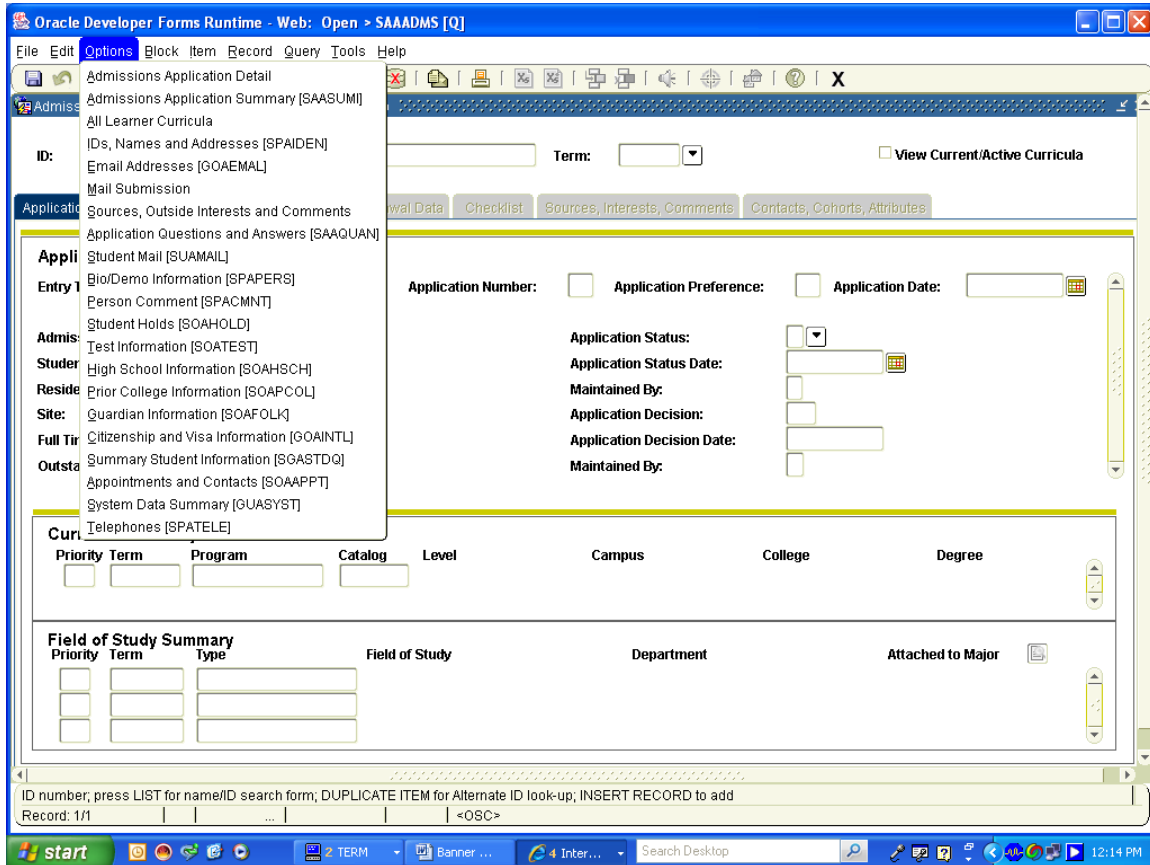
- % (percent sign) represents any number of characters
- _ (underscore) represents one occurrence of a character

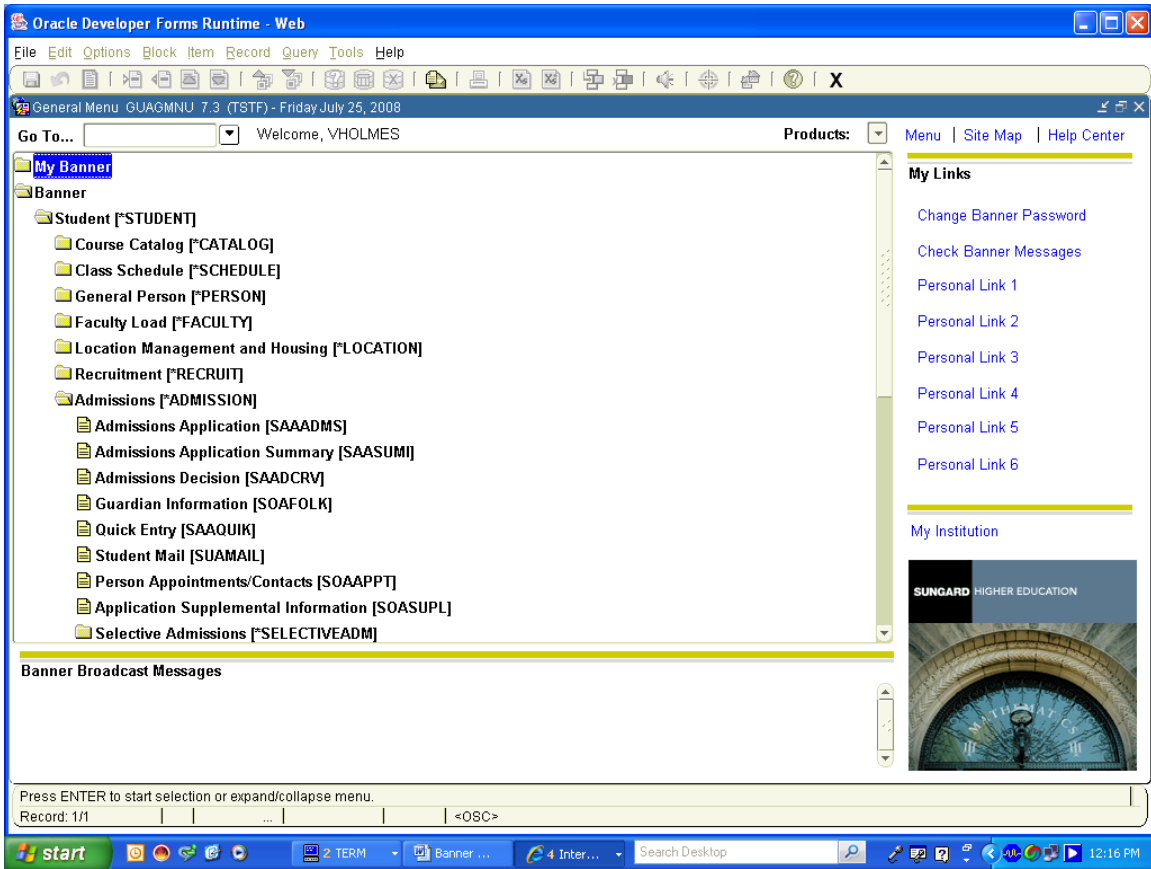
“ma” is used as an example. The wildcard symbols can be used with any combination of latter in any order.

To get these results...	Enter these criteria...
All entries that contain ma	%ma%
All entries that begin with ma	ma%
All entries that end with ma	%ma
All entries that have m as a second character	_m%

Options Menu

Forms can also be accessed from the **Options Menu** within a form. When you are in most forms Banner lists related forms in the **Options Menu**. You may access these forms by choosing them from the **Options Menu** and when you close out of the chosen form you will be taken back to the original, or “calling” form.





Setting up My Banner

The following forms are used to create, change and copy My Banner.

Form	Code	Purpose
Personal Menu Maintenance	GUAPMNU	Create and change your personal menu
Personal Menu Maintenance Menu and Copy	GUTPMNU	Copy your personal menu to or from another user

Menu Bar Overview

The menu bar is located at the top of the menu on all forms. It offers a variety of options for navigating within Banner. The menu bar is accessible anytime except when a dialog box, alert box, or list of values (LOV) is displayed on the screen

The menu bar consists of several pull-down menus

Pull-Down Menus

There are nine pull-down menus on the menu bar, each with a variety of selections. A dimmed option on a pull-down menu means that the option is disabled.

File Menu

Option	Toolbar Icon	Keyboard Shortcut	Purpose
Direct Access		F5	Accesses the Direct Access Form – GUAPARM
Object Search			Accesses the Object Search Form – GUIOBS to locate a form, job, or Quick Flow if you know part of its name, description, or type
Quick Flow			Displays the Quick Flow Form (GUAQFLW) which is used to access a Quick Flow
Select		Shift-F3	Returns you to the calling form and enters the selected value into the field that called the form
Rollback		Shift-F7	Action depends on what type of form is currently used. Form Action Application and Inquiry Clears all information (except Key information) and returns you to the first enterable field in the Key Block Validation Returns you to the first enterable field on the form Query Returns you to the first enterable field on the calling form
Save		F10	Saves all changes entered since the last time you saved
Refresh			Clears the message line; redraws the screen
Print			Prints the current window; inputs the date and time in the title bar
Exit			Actions vary. If selected from... Then you... A form Exit that form The main menu Exit form Banner Query mode Cancel the query
Exit Quick Flow			Exits you from your Quick Flow
Preferences			Displays the Personal Preferences Maintenance Form (GUAUPRF) which is used to customize Banner for individual users

Edit Menu

Option	Toolbar Icon	Keyboard Shortcut	Purpose
Cut		Ctrl-X	Cuts selected text and places it on the clipboard
Copy		Ctrl-C	Copies selected text and places it on the clipboard
Paste		Ctrl-V	Pastes text from the clipboard to the cursor location
Edit		Displays the editor window which is used to enter and update text	

Options Menu

The **Options Menu** varies from form to form. Some take you to other blocks and windows within the current form, other options take you outside the current form. The **Options** menu as well as valid **File** menu options may be accessed at any time by right clicking on a blank section of any form.

Block Menu

The **Block Menu** enables you to move from one block area to another within a form.

Option	Toolbar Icon	Keyboard Shortcut	Purpose
Previous		Ctrl-Page Up	Moves cursor to the previous block that has at least one enterable field
Next		Ctrl-Page Down	Moves cursor to the next block that has at least one enterable field
Clear		F7	Clears all information in the current block. Also known as Enter Query. Puts the form in Query Mode

Item Menu

The **Item Menu** enables you to move from one field to another and clear and duplicate data within a form.

Option	Toolbar Icon	Keyboard Shortcut	Purpose
Previous		Shift-Tab	Moves the cursor to the previous enterable field
Next		Tab	Moves the cursor to the next enterable field
Clear		Clears all information from the current field on your display. Does not remove information from any records or tables.	
Duplicate		Duplicates the contents of the same field in the previous record and copies it into the new record. Used in blank row of a repeating record	

Record Menu

The **Record Menu** allows you to work with records within a form.

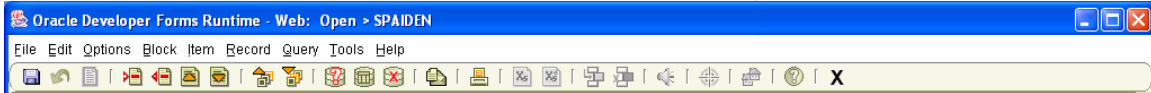
Option	Toolbar Icon	Keyboard Shortcut	Purpose
Previous	Up Arrow		Moves cursor to the enterable field in the previous record
Next	Down Arrow		Moves cursor to the first enterable field in the next record of the current block. If the cursor is in the last record, a new record is created
Scroll Up	Page Up		Scrolls up the list of repeating records.
Scroll Down	Page Down		Scrolls down the list of repeating records.
Clear			Clears all information from the display of the current record
Remove	Shift F6		Removes all information for the current record. When you save the record is permanently deleted
Insert	F6		Inserts a new blank record in the existing records
Duplicate	F4		Duplicates the content of all fields in a record and copies them into a new record
Lock			Temporarily locks the contents of the record so no other Banner user can update it. <i>Note:</i> Save, Rollback, then Exit releases the lock.

Query Menu

The **Query Menu** contains the functions used to search for information in the database based on specific criteria.

Option	Toolbar Icon	Keyboard Shortcut	Purpose
Enter		F7	Puts the form into Query mode so you can enter search criteria to see information already in the database
Execute		F8	Searches the database and displays records that match your search criteria
Last Criteria		F7 twice	Enters the criteria from your last search (enabled only when you are in Query Mode)
Cancel		Ctrl-Q	Cancel the Query and takes the form out of Query Mode
Count Hits			Counts the number of records that match the search criteria and displays that number on the Auto Hint Line

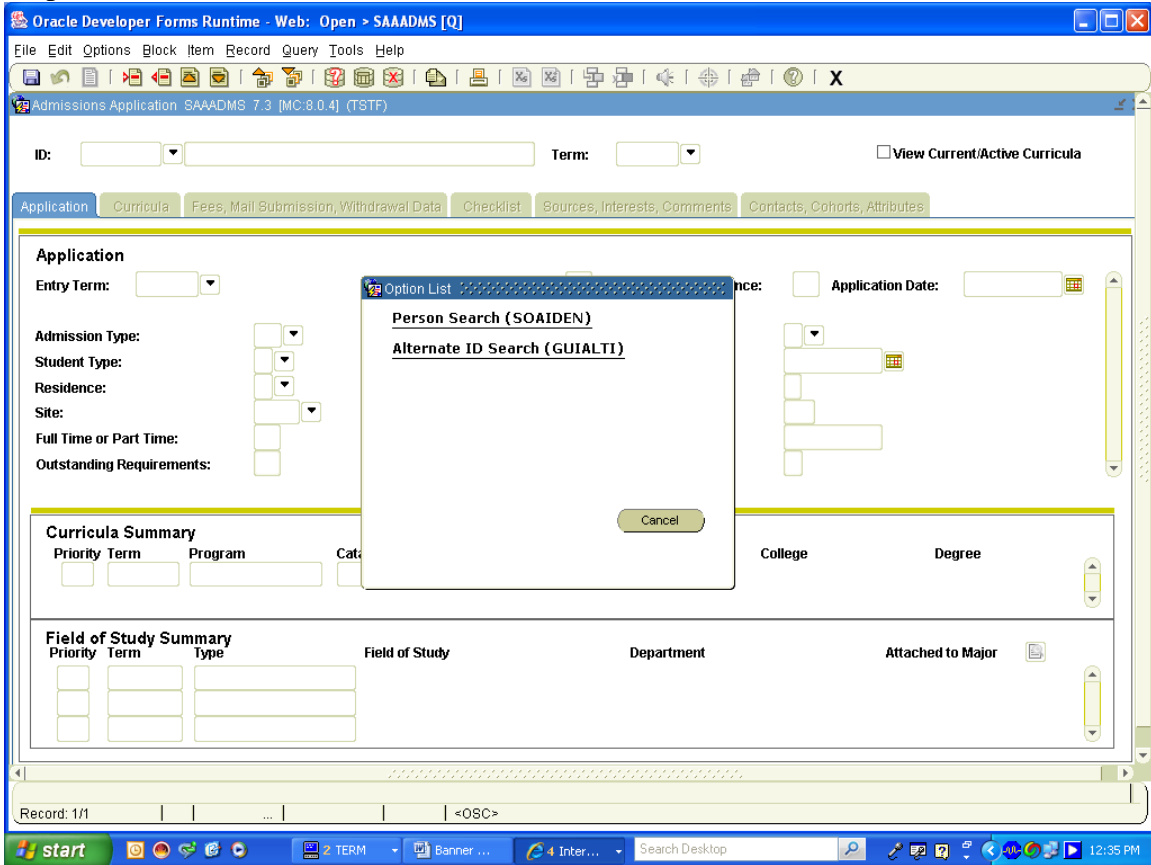
Quick Reference Guide to Banner Keyboard Commands



Function	Menu Option	Keyboard
Next Record	Record/Next	↓
Previous Record	Record/Previous	↑
Delete Record	Record/Remove	Shift+[F6]
Insert Record	Record/Insert	[F6]
Next Block	Block/Next	Ctrl+Page Down
Previous Block	Block/Previous	Ctrl+Page Up
Enter Query	Query/Enter	[F7]
Execute Query	Query/Execute	[F8]
Cancel Query	Query/Cancel	Ctrl+Q
Rollback	File/Rollback	Shift+[F7]
Save (Commit)	File/Save	[F10]
Next Field	Item/Next	Tab
Previous Field	Item/Previous	Shift+Tab
Exit	File/Exit	Ctrl+Q

Guidelines for Searching in Banner

In the ID field in the Key Block of a form, press F4 or click on down arrow for Option List to access Person Search (SOAIDEN) or Alternate ID Search (GUIALTI) See snapshot below.



SOAIDEN (Person Search Form)

If you select SOAIDEN, enter Last Name and in the First Name you may enter the first letter with the wildcard (%). For example:

The screenshot shows the Oracle Developer Forms Runtime window titled "Oracle Developer Forms Runtime - Web: Open > SAAADMS [Q] - SOAIDEN [Q]". The browser address bar shows "Person Search SOAIDEN 7.0 (TSTF)".

ID	Last Name	First Name	Middle Name	Birth Date	Change Indicator	Type
	Johnson	F%				

Case Sensitive Query?
 No Yes

Enter a query, press Ctrl+F11 to execute, F4 to cancel.
Record: 1/1 Enter-Qu... <OSC>

You may search or execute this query by:

1. Press F8
2. From the toolbar Query/Execute
3. Select the Execute Query icon between the question mark and X on the toolbar.

The format for all person searches is: Last name, First Name

Examples:

1. Smith, J% --This will return all ID's with last names of "Smith" and first names beginning with "J"
2. Mag%, P% --This will return all ID's with last names starting with "Mag" and first names starting with "P"
3. %, Barbara --This will return all ID's with the first name "Barbara"
4. M%vish --This will return all ID's with the name having a first initial "M", ending with "vish" and having anything in between
5. Smith, Carol --This will return all ID's with the last name of "Smith" and the first name of "Carol".

To clear a field when searching, select Query/Enter.

Choose GUIALTI to search by Alternate ID (Social Security Number)

The first field is the social security number. Enter the social security number without hyphens.

Search or execute this query by:

1. Press F8
2. From the toolbar Execute/Query
3. Select the Execute Query icon between the question mark and X on the toolbar.

Enter part of the social security number to search using the wildcard %. For example, 123%

The screenshot shows a web browser window titled "Oracle Developer Forms Runtime - Web: Open > SAAADMS [Q] - GUIALTI [Q]". The browser address bar shows "SSN/SIN Alternate ID Search GUIALTI 7.0 (TSTF)". The form contains a table with the following columns: SSN/SIN/TIN, ID, Entity, Last Name, First Name, Middle Name, Birthdate, and Change. The first row of the table has "123%" entered in the SSN/SIN/TIN field. Below the table, there are radio buttons for "Case Insensitive Query" (selected) and "Case Sensitive Query". At the bottom of the form, there is a status bar that says "Enter a query, press Ctrl+F11 to execute, F4 to cancel." and "Record: 1/1".

Search by Partial Name

This is the Preferred method as there is less likelihood of missing an already existing record. Perform partial name search following any search by SSN that does not yield results. From the Key block of a form, select backspace key to clear field. Another way to clear a field is to select Item/Clear from the tool bar.

Tab to the name field, enter a partial name with the wildcard %. Enter the first three or four letters of the last name with %, a comma, and a space. Then enter the first letter of the first name with a %. Enter. If you use the full last name and the first letter of the first name and this returns no results, re-search using less specific criteria.

If one match is found, the ID and name are returned to the form.

If more than one match is found, the ID and Name Extended Search window appears

Exercises to practice Navigation and Searching for Student Information

To use the menus described below, type the letters listed under the Menu column in the Direct Access box on the first screen of Banner. Terms are coded as follows: 200810 = Spring 2008; 200850 = Summer 2008; 200880 = Fall 2008

If you don't know the student's M#, click on the ID button and the Person Search Form will appear on the screen. Tab over to the Last Name column. Key in the student's last name, Tab and key in the student's first name (if you know it) or part of it. For example, Smith, Jo%. The % sign is a wildcard for searching in Banner. Then press the F8 key. If several names appear, arrow down to the correct one, and click on the Select button at the bottom of the screen.

Information Needed	Menu	Instructions
Academic History	SHACRSE	Enter T#, and key in term (for example, 200810) or leave term blank. Next Block (or Ctrl+Page Down). Rollback (or Shift+[F7]) to enter another name. For term 200810 or 200850, IP grade means student is enrolled (I n P rogress).
GPA	SHATERM	Enter T# and level, UG for undergraduate or GR for graduate, and leave Term blank to see a cumulative academic history record; Next Block (or Ctrl+Page Down) to see overall GPA. Rollback (or Shift+[F7]) to enter another name.
Admissions Information	SAAADMS	Enter T#, Next Block (or Ctrl+Page Down). You'll see all the activity in the student's admissions file: program, entrance status, etc. Rollback (or Shift+[F7]) to enter another name.
General Student Information	SGASTDN	Enter T#, Next Block (or Ctrl+Page Down). You'll see all the activity in the student's record: program, classification, residency, veteran information, academic standing, graduation status, etc. Rollback (or Shift+[F7]) to enter another name.
Student Address	SPAIDEN	Enter T#, Next Block (or Ctrl+Page Down). To see the student's current address and telephone number, click on the Address button at the bottom of the screen. Rollback (or Shift+[F7]) to enter another name.

Prior College Information	SOAPCOL	Enter T#, to see from where and if the student graduated, when, and if we have an official transcript on file. Rollback (or Shift+[F7]) to enter another name.
High School Information	SOAHSCH	Enter T#, Next Block (or Ctrl+Page Down) to see from where and if the student graduated, when, and if we have an official transcript on file. Rollback (or Shift+[F7]) to enter another name.
Student Address	SPAIDEN	Enter T#, Next Block (or Ctrl+Page Down). To see the student's current address and telephone number, click on the Address button at the bottom of the screen. Rollback (or Shift+[F7]) to enter another name.
Registration by Term	SFAREQQ	Enter term (for example, 200780) and M#, Next Block (or Ctrl+Page Down). Rollback (or Shift+[F7]) to enter another name.
Transfer Credit Information	SHATRNS	Enter T#. Enter Transfer Inst. No. 01., Attendance Period No. 01, Next Block (or Ctrl+Page Down) until you see screen with transfer credits listed. Rollback (or Shift+[F7]) to enter another name.
Prescribed Course & Academic Deficiencies	SZAADEF	Enter T#, Next Block (or Ctrl+Page Down), view academic deficiencies (A89) requirements and prescribed course requirements.
PIN/code entered to allow student registration on myTSU	SPAAPIN	Enter term (200780) then tab. Enter T#, enter. Next Block (or Ctrl+Page Down).
Registration History	SFARHST	Enter T#, Next Block (or Ctrl+Page Down). Shows term, course, and grade. Rollback (or Shift+[F7]) to enter another name.
General Student Summary	SGASTDQ	Enter T#, Next Block (or Ctrl+Page Down) to view academic standing and progress evaluation by term, curricula summary, and field of study summary.
Issue Permits & Overrides	SFASRPO	Enter T#, enter. Enter term (200780) then tab. Next Block (or Ctrl+Page Down).

COURSE SCHEDULING

The goal of this section is to provide you with the knowledge and practice to setup and maintain a schedule of classes.

The Schedule Form (SSASECT) is used to build and maintain the schedule of classes according to the definitions and restrictions created in the Course Catalog. A course catalog record must exist prior to the creation of sections for a particular course.

Banner Form (SSASECT)

Follow these steps to complete the process of scheduling a section of a course.

Step	Action
1	Access the Schedule Form (SSASECT)
2	Enter the term in the Term field
3	Enter ADD in the CRN field
4	Perform a Next Block function
5	Enter the Discipline (i.e. ENGL) hit enter
6	Enter the Course Number, hit enter (the title of the course will populate)
7	Continue by entering the following information

Field	Enter	Value
Section	01	01
Campus	45M	Main
Status	A	Active
Schedule Type	LEC	Lecture
Part of Term	1	1 Must hit enter and SAVE

To assign **Course Limit**: click Section Enrollment Information tab and enter enrollment limit in the Enrollment Detail block. Click the Save icon. Note: A CRN has been assigned to the sections and you are returned to the form.

Banner Form

The screenshot displays the Oracle Developer Forms Runtime interface for the Banner system. The window title is "Oracle Developer Forms Runtime - Web: Open > SSASECT". The application is running on "Schedule: SSASECT 8.2 (PROD)".

At the top, there is a menu bar (File, Edit, Options, Block, Item, Record, Query, Tools, Help) and the Oracle logo. Below the menu is a toolbar with various icons. The main header area contains the following information:

- Term: 201110
- CRN: 12885
- Create CRN:
- Copy CRN:
- Subject: ENGL
- Course: 1010
- Title: Freshman English I

There are four tabs: "Course Section Information", "Section Enrollment Information" (which is selected), "Meeting Times and Instructor", and "Section Preferences".

Under the "Section Enrollment Information" tab, there are two sub-tabs: "Enrollment Details" (selected) and "Reserved Seats".

The "Enrollment Details" section contains the following fields:

- Maximum:
- Actual:
- Remaining:
- Waitlist Maximum:
- Waitlist Actual:
- Waitlist Remaining:
- Projected:
- Prior:
- Reserved
- Generated Credit Hours:

Below the enrollment details are two census boxes:

- Census One**: Enrollment Count: ; Freeze Date:
- Census Two**: Enrollment Count: ; Freeze Date:

At the bottom of the form, there is a status bar with the text: "Maximum enrollment for section; press Count Query Hits to enter reserved seats." and "Record: 1/1".

The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsof...", "Restaurant Busi...", "Banner Navigati...", "Oracle Applicatio...", and "Oracle Developo...". The system clock shows "11:04 AM".

Assigning a Meeting Time and Instructor:

To assign meeting times: click **Meeting Times and Instructor** tab.

From the Meeting times detail section

1. Hit enter/tab twice to populate the Meeting Type, Start Date and End Date
2. Check meeting days
3. Enter Start Time and End Time (Time must be enter in military time)
4. Click the Save ion.

To assign instructors next block to the instructor detail block

1. Enter instructors T# and click enter
2. Click Save (if you receive a conflict error, you must populate the override indicator)

NOTE: You must have a meeting time to assign an instructor.

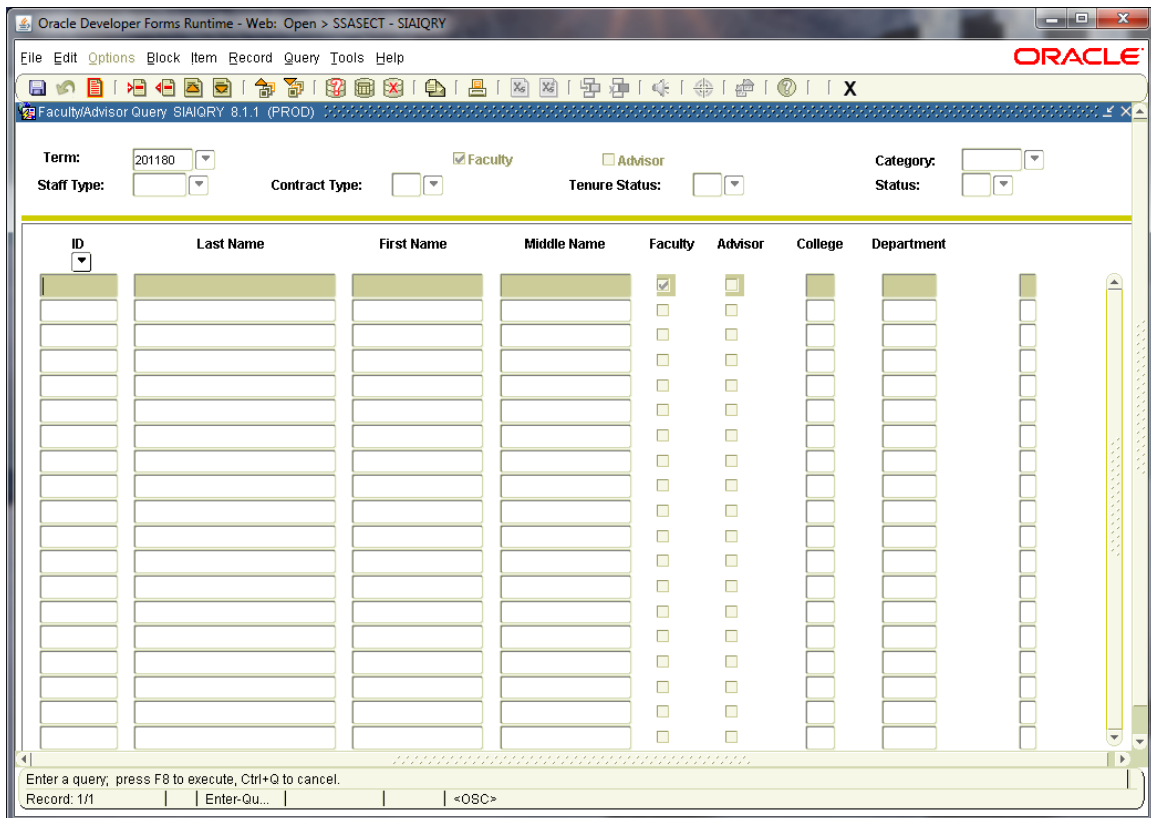
If the meeting time is TBA populate the Meeting Type, Start Date and End Date.

The screenshot displays the Oracle Developer Forms Runtime interface for the 'Meeting Times and Instructor' section. The window title is 'Oracle Developer Forms Runtime - Web: Open > SSASECT'. The browser address bar shows 'Schedule SSASECT 8.2 (PROD)'. The page includes a navigation menu with tabs for 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor' (selected), and 'Section Preferences'. Below the navigation, there are sub-tabs for 'Times and Instructors' and 'Scheduler Preferences'. The 'Meeting Times' section is active, showing a table with columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week (Monday through Sunday). The first row is populated with 'CLAS', '27-AUG-2011', '15-DEC-2011', and checked boxes for Tuesday, Thursday, and Friday. The Start Time is 1120 and the End Time is 1245. Below the Meeting Times table is the 'Instructor' section, which includes a table with columns for Session Indicator, ID, Name, Instructional Workload, Percent of Responsibility, Primary Indicator, Override Indicator, and Percent of Session. The first row is populated with '01', 'T00009957', 'Thompson, Jeffrey D.', '3.000', '100', checked boxes for Primary and Override indicators, and '100'. At the bottom of the form, there is a footer with the text 'Meeting time code; press LIST for codes. Press DUPLICATE ITEM to access Cross List Form.' and 'Record: 1/1'.

If you do not have the T# you must use the Faculty/Advisor Query Form, to locate the faculty member created in the Faculty Load module. **An instructor cannot be assigned to a section of a course until HR has assigned in Banner.**

Locating an Instructor

1. Click on Lov button under ID in the Instructor session
2. Click the query icon
3. Scroll listing to locate instructor
4. Double click on instructor and it will populate the instructor detail block
5. Click Save icon.
6. Roll Back



The Schedule Section Query Form

Oracle Developer Forms Runtime - Web: Open > SSASECT - SSASECQ

File Edit Options Block Item Record Query Tools Help

Schedule Section Query Form SSASECQ 7.0 (TSTF)

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
200880	1			80131		ENGL	1010	02	A	45M
Course/Section Title		Schedule Type		Instructional Method		Duration		Unit		
Freshman English I		LEC		CON						
Link	Cross List	Reserved Seats	Long	Syllabus	Comments	Enrollment: Maximum 20 - Actual 5 = 15		Waitlist: Maximum 0 - Actual 0 = 0		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Term	Part of Term	Registration From	Registration To	CRN	Block Schedule	Subject	Course	Section	Section Status	Campus
200880	1			81190		ENGL	1010	03	A	45M
Course/Section Title		Schedule Type		Instructional Method		Duration		Unit		
Freshman English I		LEC		CON						
Link	Cross List	Reserved Seats	Long	Syllabus	Comments	Enrollment: Maximum 20 - Actual 0 = 20		Waitlist: Maximum 0 - Actual 0 = 0		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					

Term Code: press LIST for valid values.
 Record: 2/? | ... | List of Valu... | <OSC>

start | Banner ... | Banner ... | 2 Inter... | Search Desktop | 2:02 PM

24 HOUR CLOCK MILITARY TIME

Banner requires the use of a 24-hour clock to input class meeting times. When the class schedule information is displayed online, via myTU, Banner converts the 24-clock time into 12-hour (am/pm) standard clock times.

1:00pm	=	13:00	7:00pm	=	19:00
2:00pm	=	14:00	8:00pm	=	20:00
3:00pm	=	15:00	9:00pm	=	21:00
4:00pm	=	16:00	10:00pm	=	22:00
5:00pm	=	17:00	11:00pm	=	23:00
6:00pm	=	18:00	12:00am	=	24:00

Main Campus Buildings

Oracle Developer Forms Runtime - Web: Open > SSASECT - SLABQRY

File Edit Options Block Item Record Query Tools Help

Campus	Site	Building	Description	Capacity	Maximum
45M		AOR	Lawson Hall	450	450
45M		BSPA	Strange Performing Arts Bldg	600	600
45M		CB	Holland Hall	450	450
45M		CHM	Boswell Science Complex	700	700
45M		CLH	Clement Hall	250	250
45M		ED	Clay Hall	500	500
45M		EH	Elliott Hall	500	500
45M		ET	Torrence Hall	300	300
45M		GC	Gentry Complex	20000	20000
45M		GRD	Crouch Hall	800	800
45M		H01	Mary Wilson Hall	544	544
45M		H02	Lena B Watson Hall	322	322
45M		H03	Henry A Boyd Hall	359	359
45M		H04	Merl R Eppse Hall	272	272
45M		H05	Harriet H Hale Hall	323	323
45M		H06	Wilma Rudolph Residence Center	418	418
45M		H07	Ford Apartment Complex	440	450
45M		H08	New Apartment Complex	288	288
45M		HEN	Humphries Hall	350	350
45M		HH	Harned Hall	250	250
45M		HLLRC	Learning Resource Center	600	600
45M		HUM	Davis Humanities	600	600
45M		IND	Jackson Industrial Arts Bldg	500	500
45M		JNMH	McCord Hall	600	600

Campus code.
Record: 1/? ... List of Valu... | <OSC>

start | Banner ... | Banner ... | 2 Inter... | Search Desktop | 1:54 PM