How to Create a New Course

This document includes tutorials for the links listed below. Click the link to go to the section you need. Click the section title to return to this menu.

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How to Search for a Faculty ID | Entering Registration Restrictions | Adding Course Attributes

HOW TO CREATE A NEW COURSE

1. Access your INB account.

2. Enter SSASECT in the Go To... field.

3. Click Enter.

4. Enter the term code in the Term field by either entering the correct code or by the search arrow to find the correct code.

HOW TO SEARCH FOR A TERM CODE

a. To search for a code: Click the search arrow.

b. Click List of Terms in the Option List.

c. Use the scroll bar to search for the appropriate term.
d. **Double click** to select term.

5. Click the **Create CRN** button or **Type ADD in the CRN: field** and click the **Next Block button once**.

   ![Image of Create CRN button]

A new course record has been created.

6. Enter the course subject prefix in the **Subject** field.

   ![Subject field]

   Use the search ▼ arrow to view active courses listed in the course catalog.

7. **Click** Tab to go to the next field. **NOTE**: The complete subject title is listed to the right of the prefix after you enter Tab.

8. Enter a course number in the **Course Number** field.

   ![Course Number field]

   **Click** Tab to move to the next field. **NOTE**: The complete course title is entered in the **Title:** field when you click Tab.

9. **Click** Tab to move to the **Section** field.

10. Enter a section number in the **Section** field. Section numbers must be 3 character. Use leading 0’s if necessary (i.e. 001,002, etc.)

   ![Section field]

11. **Tab** to the next field. Leave **Cross List** field BLANK.

12. **Tab** to the next field. Enter a campus code in the **Campus** field.

   ![Campus field]

   To see a complete list of campus options click the ▼ search arrow button.

13. Enter **A** in the **Status:** field to list the course as Active.

   ![Status field]

14. Use the search arrow to add the appropriate code in the **Schedule Type** field.

   (eg. 04-Lecture, 02-Lab, etc.)

   ![Schedule Type field]

15. **Click** Tab to move to the next field.
16. **Instructional Method** 01 (Face to Face) is automatically entered into this field based on **Schedule Type** entered. Please verify Instructional method is correct.

![Instructional Method Field](image)

17. To **Change the Instructional Method**, click the down arrow next to the field to view the Instructional Types.

![Instructional Method Types](image)

**NOTE:** If using 07 – Face to Face Remote site be sure to add a course attribute to class. See “Adding Course Attributes at the end of this document.

18. Click **Tab** twice. Leave the field **Integration Partner** BLANK.

19. Enter S in the **Grade Mode** field.

![Grade Mode Field](image)

To see a list of Grade Mode options allowed for the class, click the search arrow button.

20. **Tab** to the **Session** Field.

![Session Field](image)

21. **Tab** to the **Special Approval** Field. Enter any desired Special Approvals.

![Special Approval Field](image)

To see a complete list of Special Approval options click the search arrow button.

22. **Tab** three times to move to the **Part of Term** Field. Leave **Duration** fields BLANK.

23. **Enter 1** into the **Part of Term** field. Click Tab to populate the date fields.

![Part of Term Field](image)

24. **Click** the Save button on the Banner tool bar.

25. **Click** the “Section Enrollment Information” tab or click the Next Block button on the Banner tool bar to move to the next section to set enrollment numbers.
26. Enter the maximum enrollment for this course.

   Maximum: 30

27. **Click** the Save button on the Banner tool bar.

28. **Click** the Tab “Meeting Times and Instructor” or click the **Next Block** button to move to the next section to enter class meeting times and instructor.

29. Enter the appropriate meeting time code in the **Meeting Time** field.

   To see a complete list of meeting time codes click the search arrow button. Click the Exit button on the Banner tool bar to return to the previous screen or double click the desired code/time to load code into SSASECT.

30. **Tab** to the **Meeting Type** field. Enter the appropriate meeting type. By default CLAS is entered. A numeric value must be entered. **NOTE:** If this is a DE course or an online course on the main campus, please enter 2.

   To see a complete list of meeting type codes click the search arrow button.

31. **Click** the Save button on the Banner tool bar.

32. You will automatically be taken to the **Hours per Week** field on the “Meeting Location and Credits” Tab. Enter the total number of hours the class will be taught per week.
**Room assignments BEFORE Start of Term**

As part of the Space scheduling policy, Schedule 25 will be run to assign space for all non laboratory sections. **PLEASE DO NOT ENTER ROOM INFORMATION** you are creating your courses unless it is for a lab or other identified space per scheduling policy.

**Room assignments After START of Term**

If the term has already begun and a course needs to be added with a room location. Use the Option Menu and select Query Available Class Rooms to find a room.

33. **Click the** Save button on the Banner tool bar.

34. Click the Next Block button on the Banner tool bar or Click in the **ID** field for the Instructor.

Enter the Instructors Banner ID in the **ID** field.

**NOTE:** Person MUST be listed as an instructor in Banner in order to be added as an instructor for a class. It is the Departments responsibility to set up instructors in Banner.

**HOW TO SEARCH FOR A FACULTY ID**

a. If you do not know the Banner ID, click the search arrow button to search for Instructor by first and last name.

b. Enter the Instructors last name.

c. Enter the Instructors first name.

d. **Press F8** on the keyboard to execute search.

e. **Double click** the Banner ID in the search screen to add the instructor to the course and return to the previous screen.

35. **Enter** Percent of Responsibility/Term as 100 if there is only one instructor for the course.
Enter an additional record to add an additional instructor(s) to the course and complete the Percent of Responsibility/Term for each Instructor.

36. Click the Save button on the Banner tool bar.

37. Click on the “Scheduler Preferences” Tab to enter any room Attribute Preferences.

**NOTE:** Do not enter Scheduler Preferences if you are setting up the class AFTER the term has begun.

38. Click in the Room Attributes Preferences field to enter your preferences RANKED as needed.

To see a complete list of room attribute codes click the search arrow button.

**NOTE:** Be mindful that you can only be assigned a room that meets all attributes requested. Entering too many attributes may restrict you out of a room altogether. Only enter attributes that are necessary to teach the class.

You can check a certain room’s attributes by using the Room Attribute report on ecuBIC.

**ENTERING REGISTRATION RESTRICTIONS**

1. From the Options menu, select Schedule restrictions.

2. Click the Next Block button on the Banner tool bar to populate the form.

There are several types of restrictions that may be added including:

- Department
- Degree
- Major
- Program
- Minor
- Campus
3. To enter a restriction, select the appropriate tab to enter the desired override. Be certain you are selecting the correct criteria (include or exclude) for each restriction.

4. To restrict based on Major, Minor or Concentration, select the Department and Field of Study tab.

5. Click the Next block button on the Banner tool bar to go to the Field of Study Restrictions.

6. Click the Include or Exclude radio button to select the correct criteria.

7. In the Type field, click the search arrow to search the appropriate code (Major, Minor or Concentration).

8. Double click the criteria to include/exclude by Major, Minor, or Concentration.

9. Click the Code search arrow to search for the code.

10. Double click the appropriate code
11. Click the Save button on the Banner tool bar.

**ADDITION COURSE ATTRIBUTES**

1. From the Options menu, Course Section Detail.

2. Click the Next Block button on the Banner tool bar to populate the form.

3. Click on the Degree Program Attributes Tab

![Degree Program Attributes](image1.png)

4. Click the Attribute Down arrow to see a list of Attributes that can be added to a class.

![Degree Program Attribute Validation](image2.png)

**NOTE:** If you have selected Instructional Method 07, be sure to add the County/Country code in which the class will be taught.