

The **Instructional Method** field should be TR (face-to-face) for Lab and Standard face-to-face courses, and TR or NT for Field-Based; for online courses use a non-face-to-face method (ex: WWW).

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.0.1 (TEST)

Term: 200930 CRN: ADD Create CRN: Copy CRN: Subject: POLS Course: 1010 Title: National Government

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: POLS Political Science CEU Indicator:

Course Number: 1010 Title: National Government Credit Hours: 3.000 None To Or

Section: 999 Billing Hours: 3.000 None To Or

Cross List:

Campus: 008 Main Campus Contact Hours: 3.000 None To Or

Status: A Active Lecture: 3.000 None To Or

Schedule Type: 04 Lecture

Instructional Method: TR

Integration Partner:

Grade Mode:

Session:

Special Approval:

Duration:

Part of Term:

Registration Dates:

Start Dates:

Maximum Extensions: 0

Long Title Comments Syllabus

Instructional Method Validation (GTVINSM)

Find%

Code	Description	Activity Date	
NREN	Interactive 2 way video	09-MAY-2006	BISSE
NT	Nontraditional	09-MAY-2006	BISSE
TR	Face to Face	09-MAY-2006	BISSE
TWI	TV, VHS, CD, DVD	09-MAY-2006	BISSE
WEBA	Asynchronous	09-MAY-2006	BISSE
WEBS	Synchronous	09-MAY-2006	BISSE
WWW	World Wide Web	09-MAY-2006	BISSE

Find OK Cancel

SOIS Surveys: Each term students evaluate their courses via the Student Opinion of Instruction Survey (SOIS). In the **Session** field select Lab SOIS, Field-Based SOIS, or Not to be surveyed SOIS. If Session is blank: TR courses will be in the Standard SOIS (if 6+ enrolled), while online courses of any enrollment size will be in the SOIS of Distance Education Courses.

The screenshot shows the SSASECT 8.0.1 (TEST) software interface. The main window displays course section information for Subject: POLS, Course Number: 1010, and Title: National Government. The Session field is highlighted with a red circle. A dialog box titled "Session Validation (STVSESS)" is open, showing a table of session codes and descriptions.

Code	Description	ACTIVITY DATE
F	Field-Based SOIS	04-SEP-2007
L	Lab SOIS	04-SEP-2007
N	Not to be surveyed SOIS	04-SEP-2007

Additional fields visible in the main window include: Term: 200930, CRN: ADD, Create CRN, Copy CRN, Subject: POLS, Course: 1010, Title: National Government, Section: 999, Cross List, Campus: 008 Main Campus, Status: A Active, Schedule Type: 04 Lecture, Instructional Method: TR Face to Face, Integration Partner, Grade Mode: S Standard Letter Grade, Special Approval, Duration, Part of Term, Registration Dates, Start Dates, Maximum Extensions: 0, Long Title, Comments, Syllabus, CEU Indicator, Credit Hours: 3.000, None To Or, Print, Voice Response and Self-Service Available, Gradable, CAPP Areas for Prerequisites, Tuition and Fee Waiver.

Enter any desired Special Approvals.

Enter the Part of Term – Will usually be 1 – and tab to populate the dates.

Select Save icon and a CRN is assigned.

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.0.1 (TEST)

Term: 200930 CRN: 30600 Create CRN: Copy CRN: Subject: POLS Course: 1010 Title: National Government

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Subject: POLS Political Science CEU Indicator:

Course Number: 1010 Title: National Government Credit Hours: 3.000 None To Or

Section: 999 Billing Hours: 3.000 None To Or

Cross List: Contact Hours: 3.000 None To Or

Campus: 008 Main Campus Lecture: 3.000 None To Or

Status: A Active Lab: None To Or

Schedule Type: 04 Lecture Other: None To Or

Instructional Method: TR Face to Face Link Identifier:

Integration Partner: Attendance Method:

Grade Mode: S Standard Letter Grade Weekly Contact Hours:

Session: Daily Contact Hours:

Special Approval: C Department Chairperson Print Voice Response and Self-Service Available

Duration: Gradable CAPP Areas for Prerequisites

Part of Term: 1 09-JAN-2009 27-APR-2009 13 Tuition and Fee Waiver

Registration Dates:

Start Dates:

Maximum Extensions: 0

Long Title Comments Syllabus

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 | ... | List of Valu... | <OSC>

To set or modify enrollment numbers, next block or select the Section Enrollment Information tab on SSASECT.

Enter the maximum enrollment and the waitlist maximum if you would like to utilize wait listing for this course. Save the record.

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.0.1 (TEST)

Term: 200930 CRN: 30600 Create CRN: Copy CRN: Subject: POLS Course: 1010 Title: National Government

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Enrollment Details Reserved Seats

Enrollment Details

Maximum:	<input type="text" value="35"/>	Waitlist Maximum:	<input type="text" value="5"/>	Projected:	<input type="text" value="0"/>
Actual:	<input type="text" value="0"/>	Waitlist Actual:	<input type="text" value="0"/>	Prior:	<input type="text" value="0"/>
Remaining:	<input type="text" value="35"/>	Waitlist Remaining:	<input type="text" value="5"/>	<input type="checkbox"/> Reserved	

Generated Credit Hours:

Census One	Census Two
Enrollment Count: <input type="text" value="0"/>	Enrollment Count: <input type="text" value="0"/>
Freeze Date: <input type="text" value="23-JAN-2009"/>	Freeze Date: <input type="text"/>

Projected section enrollment.
Record: 1/1 ... <OSC>

To enter or modify class meeting times, next block again or select the Meeting Times and Instructor tab on SSASECT.

Enter the appropriate Meeting Time code and tab to the Start Date to populate the date range. Save the record.

Next block to assign the appropriate instructor. Save the record.

File Edit Options Block Item Record Query Tools Help

Schedule SSASECT 8.0.1 (TEST)

Term: 200930 CRN: 30600 Create CRN: Copy CRN: Subject: POLS Course: 1010 Title: National Government

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

Times and Instructors Scheduler Preferences

Meeting Times

Meeting Dates Meeting Location and Credits

Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator
	CLAS	09-JAN-2009	27-APR-2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800	0850	01
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Instructor

Session Indicator	ID	Instructor	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01		Fleming, Amanda C.	.000	100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	
					<input type="checkbox"/>	<input type="checkbox"/>	

FRM-40400: Transaction complete: 1 records applied and saved.
Record: 1/1 <OSC>

To manually enter a location, select the Options – Query Available Class Room [SLQMEET] to open SLQMEET and search for available space.

Enter the desired building and next block twice.

File Edit Options Block Item Record Query Tools Help

Available Class Room Query SLQMEET 8.0 (TEST)

Meet: Mon Tue Wed Thu Fri Sat Sun From Time: 0800 To Time: 0850

Building: BREWB Campus: 008 Site: Capacity: 35

Desired Room Attributes

Building	Room	Description	Campus Site	Capacity
BREWB	00102	LECTURE	008	97
BREWB	00201	CLASSROOM	008	55
BREWB	00205	CLASSROOM	008	53
BREWB	00206	CLASSROOM	008	51
BREWB	00301	CLASSROOM	008	67
BREWB	00303	CLASSROOM	008	43
BREWB	00304	CLASSROOM	008	46
BREWB	00305	CLASSROOM	008	60
BREWB	00306	CLASSROOM	008	60

Building Code.
Record: 1/9

Double click the desired location. This takes you back to SSASECT and populates the building and room. Save the record.

