# Create Linked Sections of HIST 101

# Create the new Lecture section

Open SSASECT (Schedule)

- Enter Term Code = 220188 or current term (or select from search list)
- Click Create CRN button

(	https://banneradmintc-dev.apps. <b>uillinois.edu</b> /applicationNavigator/seamless	C	<b>Q</b> Search	☆自	₫ †	1 1	
Ξ	X Schedule SSASECT 9.3.10 UI_9121 (BANDRMS1) (2UIC)			🔒 ADD	🖹 retrieve	嚞 RELATED	🗱 TOOLS
	Term: 220188	CRN:					Go
Å	Subject: To search for	Course:					
	Title: Term	🙎 Copy CR	Ν				
	Create CRN						
	Cat Started: Complete the fields above and slick Co. To search hu name, proce TAD from an ID	field, opter your exerch crite	aria and than proce ENTE	D			
Q	Get Starteu. Complete the neius above and click Go. To search by name, press TAD norman D	neiu, enter your search chit	ena, anu tren press civic	<b>.</b> ת.			
2							

## **Course Section Information Tab - Course Information Section**

- Enter Subject code = HIST
- Enter Course Number = 101
- Enter Section = DL1 (or pick next unused letter assoc with lecture section)
- Enter Campus = 200
- Enter Status = A (Active)
- Enter Schedule Type = LEC (Lecture) or Search as necessary

Course Section Informa	tion	Section Enrollment	Information N	leeting Times and Instructor	Section Preferences						
COURSE SECTION INFO	COURSE SECTION INFORMATION									Сору	Ϋ, Filter
Subject	HIST	HISTORY		Campus * 200	Chicago		Grade Mode				
Course Number	101			Status * A	Active		Session				
Title	Wes	tern Civ Since 1648		Schedule Type * LEC	) Lecture	Search to	ecial Approval				
Section *	DL		Search to	nstructional Method		get correct	Duration				
Cross List			get next	Integration Partner		Sched. Type					
▼ CLASS TYPE			300000					🕇 Insert 🗖	Delete	Сору	₹, Filter

#### **Course Information Section Tab - Class Type Section**

• Enter Part of Term = 1 (or correct Part of Term for course)

			Elecant E Dalata E Carry V El
CLASS TYPE			insert 🖬 Delete 📲 Copy 🔍 Pilt
Traditional Class			
Part of Term	08/27/2018	12/07/2018 16	
Open Learning Class			
	First	Last	
Registration Dates			Processing Rules
Start Dates			
Maximum	0		
Extensions			
CREDIT HOURS			🖬 Insert 🗖 Delete 📲 Copy 🏹 Filt
Credit Hours			

#### **Course Information Section Tab - Credit Hours Section**

CREDIT HOURS		🖬 Insert 📮 Delete 📲 Copy 🏾 🅄 Filter
Credit Hours		
Credit Hours	0.000 3.000 3.000 Lecture	
Credit Hours	O None O To O Or Enter appropriate None O To O Or	
Indicator	hours for graded	
Billing Hours	0.000 3.000 3.000 section	
Billing Hours	O None O To O Or Lab Indicator ● None O To O Or	
Indicator		
Contact Hours	Other	
Contact Hours	None     To     Or     Or     Other Indicator     None     Or     Or	
Indicator		
CLASS INDICATORS		🗄 Insert 📮 Delete 🧏 Copy 🏹 Filter

• Enter Credit and Billing Hours for graded section

#### **Course Information Section Tab - Class Indicators Section**

- Enter Link Identifier = DL (or next in progression)
- Print, Gradable and Voice Response and Self-Serve Available should autopopulate checked.
- Click the Save button
- "Saved Successfully" should display at top right of page.

CLASS INDICATORS				🗄 Insert 🗖 De	elete 🌆 Copy 🎗 Filter
Prerequisite Check Method	Basic or None     CAPP     DegreeWorks	Daily Contact Hours		Long Title	
	CEU Indicator		✓ Print	Comments	
Link Identifier			Gradable	Syllabus	
Attendance Method		<i>p</i>	Tuition and Fee Waiver		<b>\</b>
Weekly Contact			Voice Response and Self-Service		
Hours			Available		
<b>X Y</b>					SAVE
EDIT Record: 1/1	SSBSECT.SSBSECT SUBJ COL	DE [1]			ellucian

## **Click on Section Enrollment Information tab**

#### **Enrollment Details Section**

- In Maximum field enter maximum number of student allowed for this section = 120 (or desired max)
- Save the record

X Schedule SS/	ASECT 9.3.10 U	I_9121 (BAN	IDRMS1) (2	UIC)						l l	ADD	Retrieve	🛱 REL	ATED	TOOLS
Term: 220188 CRN:	42527 Subject	t: HIST	Course:	101	Title: Wester	n Civ Sin	ce 1648							Start (	Over
Course Section Informa	ition Section	Enrollment Ir	formation	Meeting Time	s and Instructor	Sect	tion Prefe	erences							
Enrollment Details	Reserved Seats														
ENROLLMENT DETAIL	S											🕂 Insert	Delete	🖪 Сору	Ϋ, Filter
Maximum *	120	-		Waitli	st Maximum * (	0				Pi	rojected *	0			
Actual	0	·		W	aitlist Actual	0					Prior	0			
Remaining	0			Waitlis	t Remaining	0						Reserved			
	<ul> <li>Authorizatio</li> </ul>	n Codes Activ	e for Section	Generat	ed Credit Hours	0.00	0								
Census One															
Enrollment Count	0							Freeze Date	08/27/201	8					
Census Two															
Enrollment Count	0							Freeze Date	09/07/201	8					
Add Authorization Re	gistration Dates														
Calculated Section	08/27/2018			Add A	uthorization					Waitlist Not	ification				
Start Date					Start Date					Endi	ng Date				

## **Meeting Times and Instructor Section**

Times and Instructors / Meeting Dates tab

## Schedule section

- Tab twice off Meeting Time field and Start / End Dates should populate with default Term dates
- Select the applicable days of the week check boxes (Mon & Tues)
- Enter Start and End Times in military time e.g. 0800 0850 (for a 3 hr class)
- Save the record

X Schedule S	SASECT 9.3.10 UI_9	121 (BANDRMS1) (2U	JIC)					ADD 🕂	Retrieve	RELATED	🗱 TOOLS
Term: 220188 CR	N: 42527 Subject:	HIST Course:	101 Title: \	Vestern Civ S	Since 1648					Sta	art Over
Course Section Infor	mation Section En	rollment Information	Meeting Times and Ins	structor S	Section Preferences						
Times and Instructor	Times and Instructors Scheduler Preferences										
Meeting Dates	Meeting Dates Meeting Location and Credits										
SCHEDULE									🕂 Insert	Delete 🗖 Co	py 🏹 Filter
Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
	CLAS	08/27/2018	12/07/2018	<b>V</b>		<b>~</b>					0800
<ul> <li>I of 1 ►</li> </ul>	)   10 ▼	Tab twice to							Military ti	me 🔽	Record 1 of 1
INSTRUCTOR		populate date	3						🕂 insert	Delete 🗖 Co	py 🖣 Filter
Session Indicator *	ID Na	ame	Instructiona	l Workload	Percent	of Responsibility	Primary In	ndicator	Override In	dicator	Percent of Ses
01											
•											÷
	▶ 10 ▼ P	ler Page								F	Record 1 of 1

#### **Instructor Section**

- Enter UIN for applicable instructor
- Instructional Workload should populate and Primary Indicator should be checked.
- Save the record

_	X Schedule S	SSASECT 9.3.10	UI 9121 (E	ANDRMS1) (2	UIC)							÷ A	DD	RETR	IEVE	RELATED	TOOLS
=	Term: 220188 CR	N: 42527 Sub	ject: HIST	Course:	101	Title: \	Vestern Ci	v Since 1648								s	tart Over
	Course Section Infor	rmation Secti	on Enrollme	nt Information	Meeting	Times and Ins	structor	Section Pref	erences								
	Times and Instructor	rs Scheduler	Preferences														
	Meeting Dates	Meeting Location	and Credits														
	SCHEDULE													🗄 Ins	sert 🗖 D	elete 📲 C	opy 🖣 Filter
	Meeting Time	Meeting Type	Start	Date *	End Date	*	Monday	Tuesda	1	Wednesday	Thur	sday	Friday		Saturday	Sunda	Start 1
Q		CLAS	08/2	7/2018	12/07/20	018	<b>V</b>		]	<b>V</b>				]			0800
_	4																۱.
	🛛 🚽 🗍 of 1 🕨	10	<ul> <li>Per Pag</li> </ul>	je													Record 1 of 1
	INSTRUCTOR													🖬 Ins	sert 🗖 D	elete 🦷 C	opy 🔍 Filter
?	Session Indicator *	ID	Name			Instructiona	l Workload		Percent	of Responsibility		Primary Inc	licator		Override Ir	dicator	Percent of
•	01	67204574	Wilson,	Michael N.				2.000			100		<b>~</b>				
•	•																•
	🕅 🖣 🗍 of 1 🕨	10	<ul> <li>Per Pag</li> </ul>	je													Record 1 of 1
		Click	Next B	ock butto	n												SAVE
	EDIT Record:	1/1	011/10/011	<u></u>	SPON	SE [1]											ellucian

## Go to SSADETL (Schedule Detail)

Click the Related button on the menu bar

- Select SSADETL Course Section Detail
- The Term and CRN numbers should display
- Click Go

#### Section Links and Corequisites tab / Section Links Section

- In Link Connector field, type the Link Identifier of the Discussion section = DD
- Save the record
- The Lecture section has been created

≡	X	Schedule Detail SSAD	ETL 9.3.10 (BANDR	MS1) (2UIC)			🔒 ADD	🖹 retrieve	🖧 REL	ATED	🇱 TOOLS
	Term: 2	220188 CRN: 42527	Subject: HIST Co	ourse: 101 Title:	Western Civ Since	1648				Start (	Over
	Sectio	n Links and Corequisites	Section Fees	Degree Program Attr	ributes Contrac	t and Block Schedule Information		1			
	SECTI	ON LINKS						🕇 Insert	Delete	Га Сору	Y, Filter
	Link Co	nnector *	Link Conn	octor							
	DD		should be f	for the							
0	◀	1 of 1 🕨 刘	Discussion	section						Rec	ord 1 of 1
<b>~</b>	COREC	QUISITES						🕂 Insert	🗖 Delete	Га Сору	🏹 Filter
.0	CRN *		Subject *			Course *	Section *				
	K 🖣	1 of 1 🕨 刘	10 👻 Per Page							Rec	ord 1 of 1:
?											
4		<u>•</u>									SAVE
	EDIT	Record: 1/1	SSRLINK.SSRL	LINK_LINK_CONN [1]						el	lucian

Create associated Discussion Section (Repeat steps for creating the Lecture section)

- Click the Start Over button to return to SSASECT
- Term = 220181 (latest Term)
- Click Create CRN button

#### **Course Information Section Tab**

#### **Course Information Section**

- Enter Subject code = HIST
- Enter Course Number = 101
- Enter Section = DD (pick next unused letter associated with lecture section)
- Enter Campus = 200
- Enter Status = A (Active)
- Enter Schedule Type = DIS (Discussion)
- Grade Mode = Z (Linked Section NG)

≣	Schedule SSASECT 9.3.10 UL_9121 (BANDRMS1) (2UIC)	🔒 ADD	🖹 retrieve	🔒 RELATED	🗱 TOOLS
	Term: 220188 CRN: ADD Subject: HIST Course: 101 Title: Western Civ Since 1648			Sta	t Over
Å	Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences				
	COURSE SECTION INFORMATION		🕇 Insert 📮	Delete 🧧 Copy	Ϋ, Filter
	Subject* HIST HISTORY Campus* 200 Chicago Grade	ModeZ	Link	ed Section - NG	
	Course Number* 101 Status * A Active	on [			
Q	Title Western Civ Since 1648 Schedule Type * DIS Discussion/Popitation So	nroual			
	Section * DD Enter came First abaratar	fopr [			
	Cross List Enter same inst character non-gradable sectio	n			
	* CLASS TYPE for Discussion		🕈 Insert 🗧	Delete 🧧 Copy	Ϋ, Fiter
?	Traditional Class				

## **Class Type Section**

• Enter Part of Term = 1

#### **Credit Hours Section**

• Set Credit and Billing Hours to "0" (The Credit and Billing Hours are set on the lecture section )

CREDIT HOURS		🔒 Insert	Delete	Copy	🏹 Filter
Credit Hours Credit Hours	0.000 3.000 0.000 Lecture				
Credit Hours Indicator	None To Or				
Billing Hours Billing Hours	0.000         3.000         0.000         Set Credit & Billing Hours to "0"           None         O r         None         To         O r				
Indicator Contact Hours	Other		_		
Contact Hours Indicator	None () To () Or     Or     Other Indicator     None () To () Or				
CLASS INDICATORS		🗄 Insert	Delete	🖥 Сору	🕄 Filter

## **Class Indicators Section**

- Enter Link Identifier = DD (or next in progression)
- Print and Voice Response and Self-Serve Available should autopopulate checked. Note Gradable is unchecked
- Click the Save button
- "Saved Successfully" should display at top right of page.

CLASS INDICATORS				🗄 Insert 📮 Delete 🧏 Copy 🏹 Filter
Prerequisite Check	Basic or None     CAPP     DegreeWorks	Daily Contact Hours		Long Title
Method				
	CEU Indicator		✓ Print	Comments
Link Identifier	D Set Link Indentifier		Cradable	Syllabus
Attendance Method	same as Section	Lincheck Gradable	Tuition and Fee Waiver	
Weekly Contact	Identifier	box	Voice Response and	
Hours			Self-Service Available	
				SAVE
EDIT Record: 1/1	SSBSECT.SSBSECT GRADABLE IND 111			ellucian

#### **Click on Section Enrollment Information tab**

## **Enrollment Details Section**

- In Maximum field enter maximum number of student allowed for this section = 36 (or desired max)
- Save the record

#### **Meeting Times and Instructor Section**

## Times and Instructors / Meeting Dates tab

## Schedule section

- Tab twice off Meeting Time field and Start / End Dates should populate with default Term dates
- Select the applicable days of the week check boxes
- Enter Start and End Times in military time e.g. 0800 0850
- Save the record

## **Instructor Section**

- Enter UIN for applicable instructor
- Instructional Workload should populate and Primary Indicator should be checked.
- Save the record (note the CRN #)

#### Go to SSADETL (Schedule Detail) – (Click the Related button on the menu bar)

- The Term and CRN numbers should display
- Click Go

## Section Links and Corequisites tab / Section Links Section

- In Link Connector field, type the Link Identifier of the Lecture section = DL
- Save the record
- The Discussion section has been created and the Lecture and Discussion section(s) are properly linked

Ξ	X Schedule Detail SSADETL 9	.3.10 (BANDRMS1) (2UIC)		🔒 ADD	🖹 retrieve	🔓 RELATED	🇱 TOOLS
	Term: 220188 CRN: 42531 Subject: HIST Course: 101 Title: Western Civ Since 1648					Sta	rt Over
Å	Section Links and Corequisites	Section Fees Degree Program Attributes	Contract and Block Schedule Information				
	SECTION LINKS				🗄 Insert	🗖 Delete 🧧 🖬 Co	opy 🏹 Filter
<b>Ⅲ</b> Q	Link Connector *						
	DL	Enter Link Indentifier					
	( ◀ 1) of 1 ► )   10	of <u>Lecture</u> section				F	lecord 1 of 1
	COREQUISITES				🖁 Insert	🗖 Delete 🧧 🖕 Co	py 🏹 Filter
2	CRN *	Subject *	Course *	Section *			
9	Record 1 of 1 N 10 Per Page Record 1 of 1						lecord 1 of 1
ſ							
<b></b>							
	▲ <u>×</u>						SAVE
	EDIT Record: 1/1	SSRLINK.SSRLINK_LINK_CONN [1]					ellucian