

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.uillinois.edu/applicationNavigator/seamless

Schedule SSASECT 9.3.10 UJ_9121 (BANDRMS1) (2UIC)

Term: 220188 ... CRN: ... Go

Subject: ... Course: ... Copy CRN

Title: ...

Create CRN

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

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

COURSE SECTION INFORMATION

Subject: HIST ... HISTORY Campus: 200 ... Chicago Grade Mode: ...

Course Number: 101 ... Status: A ... Active Session: ...

Title: Western Civ Since 1648 Schedule Type: LEC ... Lecture Special Approval: ...

Section: DL ... Instructional Method: ... Duration: ...

Cross List: ... Integration Partner: ...

CLASS TYPE

Course Information Section Tab - Class Type Section

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

CLASS TYPE

Traditional Class

Part of Term: 1

Open Learning Class

Registration Dates

Start Dates

Maximum: 0

Extensions

Course Information Section Tab - Credit Hours Section

- Enter Credit and Billing Hours for graded section

CREDIT HOURS

Credit Hours: 0.000, 3.000, 3.000

Billing Hours: 0.000, 3.000, 3.000

Enter appropriate hours for graded section

Lecture

Lab Indicator

Other

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

Prerequisite Check: Basic or None, CAPP

Method: DegreeWorks

CEU Indicator

Link Identifier: DL

Attendance Method

Weekly Contact Hours

Daily Contact Hours

Print

Gradable

Tuition and Fee Waiver

Voice Response and Self-Serve Available

Long Title

Comments

Syllabus

SAVE

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

Term: 220188 CRN: 42527 Subject: HIST Course: 101 Title: Western Civ Since 1648

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

Enrollment Details Reserved Seats

ENROLLMENT DETAILS

Maximum * 120 Waitlist Maximum * 0 Projected * 0

Actual 0 Waitlist Actual 0 Prior 0

Remaining 0 Waitlist Remaining 0

Authorization Codes Active for Section Generated Credit Hours 0.000

Census One

Enrollment Count 0 Freeze Date 08/27/2018

Census Two

Enrollment Count 0 Freeze Date 09/07/2018

Add Authorization Registration Dates

Calculated Section 08/27/2018 Add Authorization Waitlist Notification

Start Date Start Date Ending 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

Term: 220188 CRN: 42527 Subject: HIST Course: 101 Title: Western Civ Since 1648

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time
	CLAS	08/27/2018	12/07/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0800

INSTRUCTOR

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Sessions
01					<input type="checkbox"/>	<input type="checkbox"/>	

Instructor Section

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

Click Next Block button

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

Link Connector should be for the Discussion section

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)

Screenshot of the Course Section Information form. The form displays the following information:

- Subject: HIST (HISTORY)
- Course Number: 101
- Title: Western Civ Since 1648
- Section: DD
- Campus: 200 (Chicago)
- Status: A (Active)
- Schedule Type: DIS (Discussion/Debate)
- Grade Mode: Z (Linked Section - NG)

Two callout boxes provide instructions:

- Enter same first character as Lecture section and D for Discussion
- Enter Grade Mode = Z for non-gradable section

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)

Screenshot of the Credit Hours section. The form displays the following information:

- Credit Hours: 0.000 to 3.000 (Indicator: Or)
- Billing Hours: 0.000 to 3.000 (Indicator: Or)
- Contact Hours: (Indicator: None)

A callout box provides the instruction: Set Credit & Billing Hours to "0"

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

Prerequisite Check Basic or None CAPP DegreeWorks

Method

CEU Indicator

Link Identifier

Attendance Method

Weekly Contact Hours

Daily Contact Hours

Print

Gradable

Tuition and Fee Waiver

Voice Response and Self-Serve Available

Long Title

Comments

Syllabus

SAVE

EDIT Record: 1/1 SSSSECT.SSSSECT_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

Schedule Detail SSADETL 9.3.10 (BANDRMS1) (2UIC)

Term: 220188 CRN: 42531 Subject: HIST Course: 101 Title: Western Civ Since 1648

Section Links and Corequisites | Section Fees | Degree Program Attributes | Contract and Block Schedule Information

SECTION LINKS

Link Connector *

DL

Enter Link Identifier of Lecture section

COREQUISITES

CRN *	Subject *	Course *	Section *

SAVE

EDIT Record: 1/1 SSRLINK:SSRLINK_LINK_CONN [1] ellucian