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

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 Information Section Tab - Class Type Section

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

Course Information Section Tab - Credit Hours Section

- 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.

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

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

Instructor Section

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

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

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)

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)

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.

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