



# BANNER MANUAL

SCHEDULING OFFICE

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## LOGGING INTO BANNER

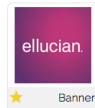
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You will need to have clearance to access Banner and the appropriate scheduling screens. If you need access as a Scheduler for your division, contact the Scheduling Office to request access to Banner. Note that VPN access is required to access Banner off-campus.

1. Log into [\[My Portal\]](#).

2. Go to the [\[Banner\]](#) Section.

3. Select [\[Banner Ellucian\]](#) icon.



4. In Banner Production, select [\[Launch Banner 9\]](#).

## SCHEDULING SCREENS IN BANNER

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The following three screens are required for every section:

1. [SSASECT](#) – Schedule – class information.

2. [SIAASGN](#) – Faculty Assignment – pay information for instructor.


3. [SSAACCL](#) – Schedule Calendar – academic calendar type code to allow students to register.

Additionally you can use the QuickFlow option by entering, "[GUAQFLW](#)" and then "[DASCH](#)" on the welcome page. This will run through all three of the screens.

## ADDING A NEW SECTION

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If a field is not stated to be completed, skip it.

 Next to each field indicates a pop-up menu with a list of values for that field.

### SSASECT

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Enter information about the class, the days and times of the class, the location and the instructor.

1. From Banner's welcome page, type **SSASECT** in the **[search]** field, and hit **[Enter]**.
2. Enter the **[Term]**. The Term is the quarter in which you are adding the class in. It is a 6-digit number that consists of a 4-digit academic year plus the quarter code plus the school code = academic year + quarter code + school code.

<b>Year</b>	Academic Year
<b>Quarter Code</b>	Summer = 1 Fall = 2 Winter = 3 Spring = 4
<b>School Code</b>	De Anza = 2 Foothill = 1
	Example: Summer 2019 = 202012 (always one year ahead) Fall 2019 = 202022 (always one year ahead) Winter 2020 = 202032 Spring 2020 = 202042

3. Hit the **[TAB]** key to navigate to the **[CRN]** field, and type in the word **ADD**.
4. Click on the **[Create CRN]** icon or the **[Go]** button or **[Alt + PageDown]** (shortcut key) to create a new class.

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## COURSE SECTION INFORMATION TAB

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5. Enter the **[Subject]** and hit the **[TAB]** key.
6. Enter the **[Course Number]**. This is a 5 alphanumeric character that begins with a “D” and either ends with a letter or a period. Hit the **[TAB]** key twice.
7. Enter the **[Section]**. This is a 2-3 alphanumeric character. Below is the section guide. Hit the **[TAB]** key.

Section Guide	Definition	
01-49	Class before 4:30 P.M.	
55-60	Less than 12-week class in the fall, winter and spring quarters	
61 +	Class after 4:30 P.M.	
65R, 66R,...	Special Projects	
A	Campus Abroad	
D	Learning Community Class – LinC	
F	Off-Campus Class	
FY	First Year Experience Program	
L	Weekend Class (Fri, Sa, Su)	
M	Mellon Scholars Program	
MP	Math Performance Success Program	
N	International Students Program	
P	Puente Program	
R	Reach Program	
Q	AB705 Class w/ Corequisite	
S	Community/Civic Engagement and LEAD	
UM	Umajo Program	
Y	Hybrid Class	
Z	Online Class	
	Summer	61Z, 65Z, 66Z ...
	Fall	62Z, 65Z, 66Z ...
	Winter	63Z, 65Z, 66Z ...
	Spring	64Z, 65Z, 66Z ...

8. Skip to the **[Campus]** and enter one of the codes below and hit the **[TAB]** key.

Campus Code	Definition
DA	classes held on-campus
DO	classes held off-campus

9. Enter the **[Status]** = "O", which means "Open-Students May Register". No other values should be chosen. Hit the **[TAB]** key.
10. Enter the **[Schedule Type]**. Schedule types are defined at the catalog level and therefore ONLY listed options may be chosen. To see the list for your course, click on the  next to the field.

Schedule Type	Definition
02	Lecture class only
04	Laboratory class only
02 & 04	Lecture and Laboratory class <ul style="list-style-type: none"> <li>• use 02 here</li> <li>• 04 will be entered later in the Meeting Times and Instructor tab as the additional meet line</li> </ul>
40	Special projects/Internship class (regardless of lecture or lab class)
72	Online class (regardless of lecture or lab class)
02 or 04	Hybrid class <ul style="list-style-type: none"> <li>• use 02 or 04 here (dependent on the class type)</li> <li>• 88 will be entered later in the Meeting Times and Instructor tab as the additional meet line for the online portion of the hybrid class</li> </ul>

11. Skip to the **[Session]** field and enter one of the codes below and hit the **[TAB]** key.

Session Code	Definition
D	class before 4:30 P.M.
E	class after 4: 30 P.M.
W	class on Friday, Saturday and/or Sunday

12. Enter the **[Special Approval]** code (see [Appendix D](#)) ONLY if the class is for a specific group of students, such as FYE, Puente, Umoja, etc., otherwise leave blank. This should correspond to the **[Section]** field above.

13. Skip to the [\[Part of Term\]](#) and enter one of the codes below.

Part of Term	Definition
1	Full Term
A	First 6 Week Session
B	Second 6 Week Session
E	First 8 Weeks
S	Term Spanning – Modify Start Date, End Date and No. of Weeks
T	Last 10 Weeks

14. Skip to the [\[Attendance Method\]](#) and enter one of the codes below.

Attendance Method	Definition
W = weekly	<ul style="list-style-type: none"> <li>12-week class that meets face-to-face</li> <li>used only in the fall, winter and spring quarters</li> </ul>
D = daily	<ul style="list-style-type: none"> <li>less than 12-week class that meets face-to-face in the fall, winter and spring quarters</li> <li>summer quarter class that meets face-to-face</li> <li>meets 5 times or more with same number of hours for each meeting</li> </ul>
IW = independent study weekly	<ul style="list-style-type: none"> <li>12-week online, hybrid, special projects or internship class</li> <li>used only in the fall, winter and spring quarters</li> </ul>
ID = independent study daily	<ul style="list-style-type: none"> <li>less than 12-week online, hybrid, special projects or internship class in the fall, winter and spring quarters</li> <li>summer quarter online, hybrid, special projects or internship class</li> </ul>
P = positive attendance	<ul style="list-style-type: none"> <li>classes that have no specific meeting days/times</li> <li>classes that meet less than 5 times</li> <li>classes that have no consistent number of hours per meeting</li> <li>APRN and Noncredit classes</li> <li>Instructor must collect attendance and report it to A&amp;R</li> </ul>

15. Click on the [\[Save\]](#) icon or [\[F10\]](#) (shortcut key). Note the CRN generated.

SECTION ENROLLMENT INFORMATION TAB (SEAT COUNT AND WAITLIST)

16. Click on the [\[Section Enrollment Information\]](#) Tab or [\[Alt + PageDown\]](#) (shortcut key).
17. Enter the [\[Maximum\]](#) field = seat count.
18. Enter waitlist in [\[Waitlist Maximum\]](#) field = waitlist.
19. Click on the [\[Save\]](#) icon or [\[F10\]](#) (shortcut key).

MEETING TIMES AND INSTRUCTOR – MEETING TIMES BLOCK

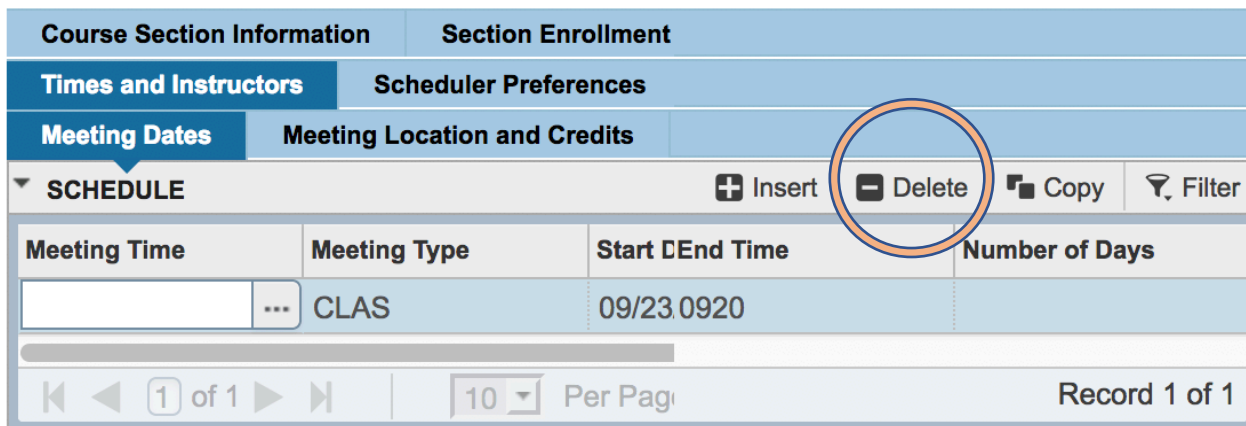
20. Click on the [\[Meeting Times and Instructor\]](#) Tab or [\[Alt + PageDown\]](#) (shortcut key).
21. Enter the [\[Meeting Type\]](#). ONLY **CLAS**, **LAB** and **TBA** are used. Use the guide below for which type to use based on the type of class.

Meeting Type					
Lecture Hours ONLY		Lab Hours ONLY		BOTH Lecture and Lab Hours	
Face-to-face	CLAS	Face-to-face	LAB	Face-to-face	CLAS & LAB
Hybrid	CLAS & TBA	Hybrid	LAB & TBA	Hybrid	CLAS & LAB
Online	CLAS	Online	LAB	Online	CLAS & LAB
Internship/special projects class that HAS meeting days and time					CLAS
Internship/special projects class that NO meeting days and time					TBA

22. Hit the [\[TAB\]](#) key twice. The [\[Start Date\]](#) and [\[End Date\]](#) will populate from the [\[Part of Term\]](#) established above.
23. Select the [\[Days\]](#) of the week the course will be offered.
24. Enter the [\[Start Time\]](#) and [\[End Time\]](#) in Military Time (see [Appendix A](#)) and with no colon. For assistance in calculating the start and end times, see Calculating Meeting Times ([Appendix B](#)). Hit the [\[TAB\]](#) key.
25. The [\[Session Indicator\]](#) for the first line will default to **01**. Do not change this.
26. Enter the [\[Building\]](#) field as **“DA”** or **“DO”**. This should match the [\[Campus\]](#) field from above in the Course Section Information tab. Online classes, use **“DA”**.



27. Enter the **[Room]** field. For online courses, use “Online” for the room. For hybrid courses, also use “Online” for the room for the online portion of the course. Use “TBA” if you don’t have a room. Hit the **[TAB]** key.
28. Enter the **[Schedule Type]** field. This should match the **[Schedule Type]** field from above in the Course Section Information tab.
29. Calculation of **[Hours per Day]**, **[Hours per Week]** and **[Total Contact Hours]** fields:
  - a. For stated meetings days and time, it will be done automatically. Ensure that the **[Hours per Week]** matches the catalog hours from the Course Section Information tab.
  - b. For courses with no days and times (i.e. online, hybrid, internship, special projects), these fields must be calculated manually. Click the **[Override Hours]** field. Hit the **[TAB]** key to the **[Hours per Day]**. The **[Hours per Day]** = **[Hours per Week]** = catalog hours from the Course Section Information tab. The **[Total Contact Hours]** = 11.67 multiplied by **[Hours per Week]**.
30. For additional meeting lines, click the **[Insert]** button or **[Down Arrow]** (shortcut key). Change the **[Session Indicator]** to **02, 03, etc...** A course with both lecture and lab hours would have two meeting lines with an 01 and an 02 session indicator. Hybrid courses would also have two meeting lines (01 for the physical meeting days and times and 02 for the online portion of the course). In addition, for these additional meeting lines, the **[Schedule Type]** needs to be edited. **04** for the lab line of the course. **88** for online portion of a hybrid course.
31. IF YOU MADE A MISTAKE, delete the meeting line by clicking on **[Delete]** or **[Shift+F6]** (shortcut key).




32. Click on the **[Save]** icon or **[F10]** (shortcut key).

33. If a room conflict error message appears, it means that the room is double booked. Perform one of two options:
- If it is a valid double booking due to a cross-listing or shared lecture, then in the **[Meeting Conflict Override]** field enter “O” to override the conflict. Click on the **[Save]** icon or **[F10]** (shortcut key).
  - If it is NOT a valid double booking, change the **[Room]** field to “TBA” AND in the **[Meeting Conflict Override]** field enter “O” to override the conflict. Click on the **[Save]** icon or **[F10]** (shortcut key).

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### MEETING TIMES AND INSTRUCTOR – INSTRUCTOR BLOCK

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34. Click in the Instructor block area or **[Alt + PageDown]** (shortcut key).
35. You should be on **[Session Indicator] 01** line. This corresponds to the meeting line from above. Go to the **[ID]** field and enter the instructor’s CWID. To search for an instructor’s CWID, click on the  in the **[ID]** field. This goes to a Faculty/Advisor Query form.
- Ensure the **[Faculty]** field is checked off and press **[GO]** or **[Alt + PageDown]** (shortcut key).
  - Go to the **[Last Name]** field and enter the instructor’s last name followed by “%” sign. (NOTE: the field is case sensitive, i.e. “Smith%”). A search can be performed using any of the fields shows or by adding additional search fields.
  - Click **[Go]** or **[F8]** (shortcut key) to execute the search. Look for the appropriate instructor and ensure it is selected. Double click or click **[Select]** or **[Alt + S]** (shortcut key) to add the instructor.
  - Each **[Session Indicator]** from the meet lines must have a corresponding **[Session Indicator]** in the instructor block.
36. DO NOT change **[Percent of Responsibility]**, it should always be 100%.
37. If two instructors are team teaching, sharing the same **[Session Indicator]**, then change **[Percent of Session]** = 50% for each instructor.
38. To add an additional instructor, click the **[Insert]** button or **[Down Arrow]** (shortcut key).
39. IF YOU MADE A MISTAKE, delete the instructor by clicking on **[Delete]** or **[Shift+F6]** (shortcut key). YOU CAN NOT TYPE OVER the existing instructor.
40. Click on the **[Save]** icon or **[F10]** (shortcut key).

41. If an instructor error message appears, it means there is an instructor conflict. Perform one of three options:
  - a. If it is a valid instructor conflict due to a cross-listing or shared lecture, then click the [\[Instructor Conflict Override\]](#) field to override the conflict. Click on the [\[Save\]](#) icon or [\[F10\]](#) (shortcut key).
  - b. If the error message is “*\*ERROR\* Person not an instructor, press LIST for instructors*”, inform the Scheduling Coordinator.
  - c. If the [\[ID\]](#) entered was 666-66-666 for Staff, then click the [\[Instructor Conflict Override\]](#) field to override the conflict. Click on the [\[Save\]](#) icon or [\[F10\]](#) (shortcut key).
42. Close the [SSASECT](#) form by clicking on the “X” (upper left corner) or [\[Ctrl + Q\]](#) (shortcut key).

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### SIAASGN

Enter information about the pay for the instructor.

1. From Banner’s welcome page, type [SIAASGN](#) in the [\[search\]](#) field, and hit [\[Enter\]](#). Enter the instructor’s [\[ID\]](#) and the [\[Term\]](#).
2. [SIAASGN](#) can also be accessed from [SSASECT](#)’s instructor block. From [SSASECT](#), ensure the cursor is in the the instructor line that needs to be edited. Go to [\[RELATED\]](#) > [\[Faculty Assignments \(SIAASGN\)\]](#). Click [\[Go\]](#) or [\[Alt + PageDown\]](#) (shortcut key).
3. [SIAASGN](#) displays the information for each course the instructor is assigned to for the term. Click on the [\[arrow/next record\]](#) or change the number of records to view per page on the scroll bar to view the assignments.



4. Go to the [CRN](#) that needs to be edited. Enter the fields below based on the instructor’s status.
  - a. Full-Time Faculty **Part of Load Pay**
    - i. [\[AT\]](#) = 0 = part of load pay
    - ii. [\[Override Workload\]](#) = edit to ensure [\[Calculated Workload\]](#) is correct
    - iii. [\[Contract Type\]](#) = blank
    - iv. [\[Position Number\]](#) = blank
    - v. [\[Position Number Suffix\]](#) = blank

- b. Full-Time Faculty **Overload Pay**
  - i. **[AT]** = 2 = overload pay
  - ii. **[Override Workload]** = edit to ensure **[Calculated Workload]** is correct
  - iii. **[Contract Type]** = FO (fall, winter and spring)  
= SU (summer)
  - iv. **[Position Number]** = **[Term]**.
  - v. **[Position Number Suffix]** = unique 2-digit number
  
- c. Part-Time Faculty or Classified Employee **Contract Pay**
  - i. **[AT]** = 4 = part-time faculty pay  
= 8 = classified employee pay
  - ii. **[Override Workload]** = edit to ensure **[Calculated Workload]** is correct
  - iii. **[Contract Type]** = AC (fall, winter and spring)  
= SU (summer)
  - iv. **[Position Number]** = **[Term]**.
  - v. **[Position Number Suffix]** = unique 2-digit number
  
- d. **No Pay**
  - i. **[AT]** = 3 = full-time faculty  
= 5 = part-time faculty or classified employee
  - ii. **[Override Workload]** = 0
  - iii. **[Contract Type]** = blank
  - iv. **[Position Number]** = blank
  - v. **[Position Number Suffix]** = blank


5. Click on the **[Save]** icon or **[F10]** (shortcut key).
6. Click the **[Override Conflicts]** box, if you receive a schedule conflict error message. This is usually due to cross-listing or shared lecture.
7. Close the **SIAASGN** form by clicking on the "X" (upper left corner) or **[Ctrl + Q]** (shortcut key).

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### SSAACCL

Populates critical dates such as census dates, last day to enroll and refund dates. Students cannot enroll without this form being completed.

1. From Banner's welcome page, type **SSAACCL** in the **[search]** field, and hit **[Enter]**. Enter the instructor's **[CRN]** and the **[Term]**.
2. **SSAACCL** can also be accessed from any block in **SSASECT**. From **SSASECT**, go to **[RELATED]** > **[Section Calendar (SSAACCL)]**. Click **[Go]** or **[Alt + PageDown]** (shortcut key).

3. The ONLY field that needs to be completed is the [\[Academic Calendar Type\]](#). If the course is a full-term (12-week) class, enter [\[1\]](#). Otherwise, click on  to pull down the menu. Select, [\[List of Academic Calendar Types\]](#) and select the appropriate code for the class. Then click [\[ok\]](#).
4. Click on the [\[Save\]](#) icon or [\[F10\]](#) (shortcut key).

## CHANGING INSTRUCTORS

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To change instructors, the old instructor must be deleted.

1. From Banner's welcome page, type **SSASECT** in the **[search]** field, and hit **[Enter]**.
2. Enter the **[Term]** and the **[CRN]**.
3. Click the **[Go]** button or **[Alt + PageDown]** (shortcut key).
4. Go to the instructor block and click the **[Delete]** button or **[Shift + F6]** (shortcut key) to remove the instructor.
5. Once the instructor is removed, the new instructor can be added.
6. Click on the **[Save]** icon or **[F10]** (shortcut key).

## DELETING A CLASS DURING SCHEDULE PRODUCTION

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1. From Banner's welcome page, type **SSASECT** in the **[search]** field, and hit **[Enter]**.
2. Enter the **[Term]** and the **[CRN]**.
3. Click the **[Go]** button or **[Alt + PageDown]** (shortcut key).
4. Click the **[Delete]** button or **[Shift + F6]** (shortcut key).
5. Click on the **[Save]** icon or **[F10]** (shortcut key). Once saved, this action cannot be undone.

## FACULTY SCHEDULE QUERY – SIAASGQ

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This will display an instructor's schedule by term.

1. From Banner's welcome page, type **SIAASGQ** in the **[search]** field, and hit **[Enter]**.
2. Enter the **[Term]** and the **[ID]**.
3. Click the **[Go]** button or **[F8]** (shortcut key) to execute the search.

## FACULTY/ADVISOR QUERY – SIAIQRY

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This is to search for an instructor's ID.

1. From Banner's welcome page, type **SIAIQRY** in the **[search]** field, and hit **[Enter]**.
2. Enter the **[Term]**.
3. Ensure the **[Faculty]** box is checked.
4. Click the **[Go]** button or **[Alt + PageDown]** (shortcut key).
5. Go to the **[Last Name]** field and enter the instructor's last name followed by **"%"** sign. (NOTE: the field is case sensitive, i.e. "Smith%"). A search can be performed using any of the fields shows or by adding additional search fields.
6. Click **[Go]** or **[F8]** (shortcut key) to execute the search.

## SCHEDULE SECTION QUERY – SSASECQ

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This is to search for a CRN.

1. From Banner's welcome page, type **SSASECQ** in the **[search]** field, and hit **[Enter]**.
2. Enter the **[Term]**.
3. Click the **[Add Another Field]** to add the **Subject** field, if needed.
4. Click the **[Add Another Field]** to add the **Course** field, if needed.
5. Complete or add additional fields for the filter.
6. Click the **[Go]** button or **[F8]** (shortcut key) to execute the search.



## APPENDIX A – MILITARY TIME

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Military time is the same for time before 1 P.M. For example 10:30 A.M. = 1030 in military time and 12:30pm = 1230 in military time. For times that are 1 P.M. and later, add 12 to the hours and the minutes remain the same. For example 1:35 P.M. = 1335 in military time and 6:15 P.M. = 1815 in military time.

Regular Time	Military Time
12:00 A.M.	0000
1:00 A.M.	0100
2:00 A.M.	0200
3:00 A.M.	0300
4:00 A.M.	0400
5:00 A.M.	0500
6:00 A.M.	0600
7:00 A.M.	0700
8:00 A.M.	0800
9:00 A.M.	0900
10:00 A.M.	1000
11:00 A.M.	1100
12:00 P.M.	1200
1:00 P.M.	1300
2:00 P.M.	1400
3:00 P.M.	1500
4:00 P.M.	1600
5:00 P.M.	1700
6:00 P.M.	1800
7:00 P.M.	1900
8:00 P.M.	2000
9:00 P.M.	2100
10:00 P.M.	2200
11:00 P.M.	2300

## APPENDIX B – CALCULATING MEETING TIMES

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Clock hour = Class hour + Passing Time/Break

60-minutes = 50-minutes + 10-minutes

Each class hour scheduled requires a 10-minute break time to be included in the scheduled time except the first and last class hour.

Hour(s) Per Day	Break Time	Start & End Time	Scheduled Time
1	0	830 – 920	50 minutes
1.5	0	830 – 945	75 minutes (1 hour 15 minutes)
2	10	830 – 1020	110 minutes (1 hour 50 minutes)
2.5	10	830 – 1045	135 minutes (2 hours 15 minutes)
3	20	830 – 1120	170 minutes (2 hours 50 minutes)
3.5	20	830 – 1145	195 minutes (3 hours 15 minutes)
4	30	830 – 1220	230 minutes (3 hours 50 minutes)

## APPENDIX C – SHORTCUT KEYS

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Hover your mouse over any button or icon, if a shortcut key is available, it will display.

Action	Shortcut Key
Save	F10
Rollback/Start Over	F5
Quit/Close	Ctrl + Q
List of Values/Lookup	F9
Log Out of Banner	Ctrl + Shift + F
Next Block/Next Section; Go	Alt + PageDown
Previous Block/Section	Alt + PageUp
Clear Block/Section	Shift + F5
Next Field	Tab
Previous Field	Shift + Tab
Checkbox toggle	Spacebar
Radio Group toggle	Left/Right Arrow
Go To: Search	Ctrl + Shift + Y
Go To: Recently Opened	Ctrl + Y + Up/Down
Forms with Tabs direct to Tab	Ctrl + Shift + 1, 2, 3, 4
Enter Query/Filter	F7
Execute Query/Go (on Filter)	F8
Quit/Exit/Cancel Query	Ctrl + Q
Insert Record	F6
Delete Record	Shift + F6
Copy Record/Section	F4
Clear Record	Shift + F4
Next Record	Down Arrow
Previous Record	Up Arrow
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Open Related Menu	Alt + Shift + R
Open Tools Menu	Alt + Shift + T
Help	Ctrl + Shift + L
Print	Ctrl + P

## APPENDIX D – SECTION RESTRICTIONS

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There are 2 options to restrict student enrollment in a section. Both options require a two step process for entering the restriction and clearing the student.

### Option A:

- [\[Special Approval\]](#) field in [SSASECT](#) to create the restriction.
  - [SFASRPO](#) form for clearance.
1. In [SSASECT](#) in the [\[Special Approval\]](#) field, click the  and select the appropriate code for the section.
  2. Then go to the [SFASRPO](#) form to clear the student.
    - a. Enter the [\[Student ID\]](#) and the [\[Term\]](#).
    - b. Click the [\[Go\]](#) button or [\[Alt + PageDown\]](#) (shortcut key).
    - c. Click on the  in the [\[Permit\]](#) field for a list of available options and select one.
    - d. Enter the [\[CRN\]](#).
    - e. Click on the [\[Save\]](#) icon or [\[F10\]](#) (shortcut key).

Option B:

- [\[Student Cohort\]](#) field in [SSARRES](#) to create the restriction.
  - [SGASADD](#) form for clearance.
1. From Banner's welcome page, type [SSARRES](#) in the [\[search\]](#) field, and hit [\[Enter\]](#).
    - a. Enter the [\[TERM\]](#) and the [\[CRN\]](#).
    - b. Click on the [\[Student Attribute and Cohort\]](#) tab and go to the [\[COHORT RESTRICTIONS\]](#) block.
    - c. Change to the [Include](#) radio button.
    - d. Go to the [\[Cohort\]](#) field and click the  for a list of available options and select one.
    - e. Click on the [\[Save\]](#) icon or [\[F10\]](#) (shortcut key).
  2. Then go to the [SGASADD](#) form to clear the student.
    - a. Enter the [\[Student ID\]](#) and the [\[Term\]](#).
    - b. Click the [\[Go\]](#) button or [\[Alt + PageDown\]](#) (shortcut key).
    - c. Go to the [\[STUDENT COHORT\]](#) tab.
    - d. In the [\[Cohort Code\]](#) field, enter the same cohort code used in [SSARRES](#).
    - e. Click on the [\[Save\]](#) icon or [\[F10\]](#) (shortcut key).