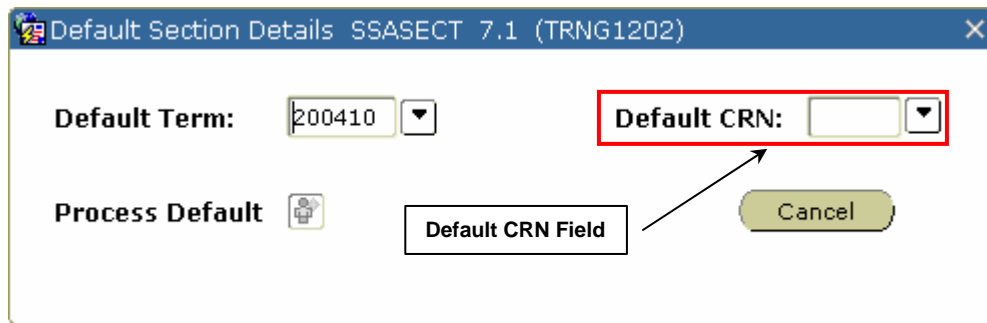


Copying a Section Using SSASECT

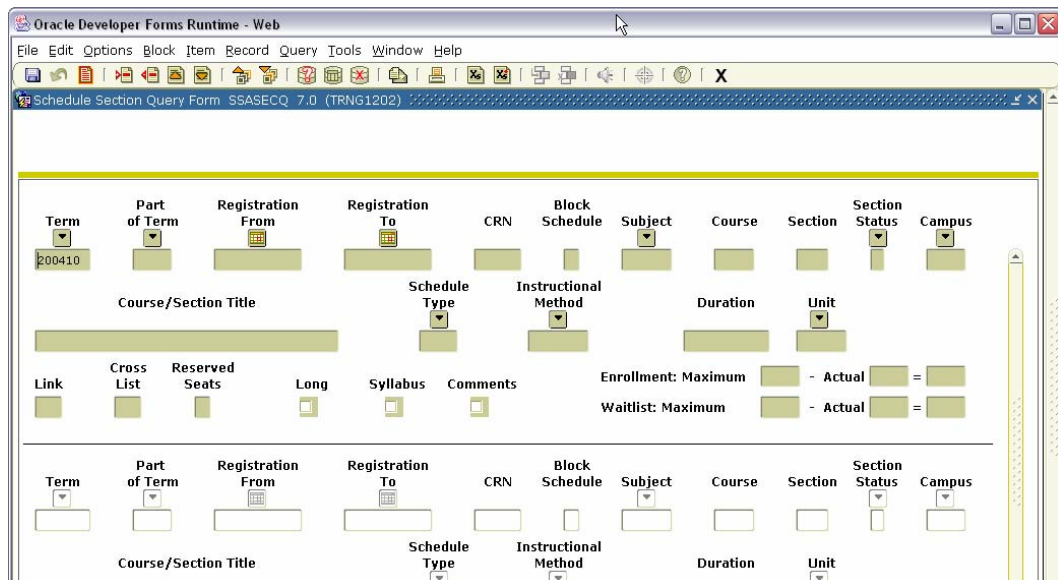
Schedule Form – Default Section Information:

To save data entry time, you can copy information from one section to another. Section '0' is the only section that can be copied; however you can copy it as often as you need. Once you have created a copy of section '0', change the section number to a new unused section number to keep the section numbers unique.

1. Open the Schedule form by typing **SSASECT** in the **Go** box of the Banner Main menu and press the **[Enter]** key on the keyboard. If the term code is already displayed, skip to step 3.
2. Type the term code in the **Term** field.
3. Press the **[Tab]** key on the keyboard to navigate to the **Course Ref. Number (CRN)** field and type **ADD**.
4. Press the **[Tab]** key on the keyboard. The **Default Section Details** dialog box displays. Press the **[Tab]** key on the keyboard to navigate to the **Default Course Ref. Number** field. Here you can either type in the CRN of the section you want to create a copy of or double-click on the field to search for the section you want to copy.



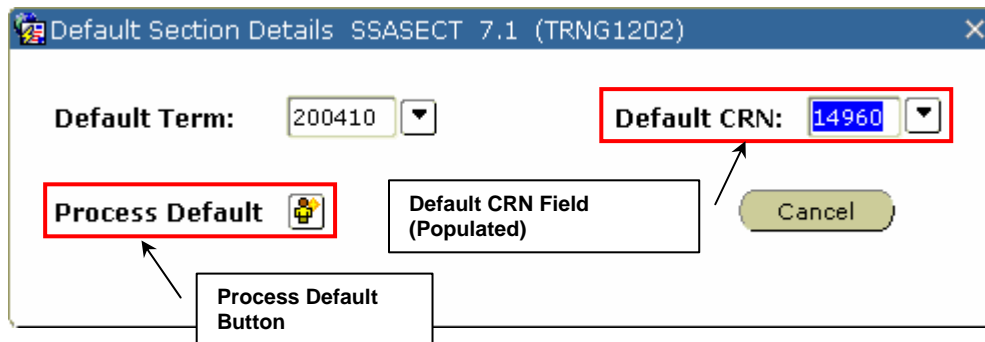
5. If you typed the CRN, skip to step 9. If you double-clicked on the field the Schedule Section Query form (SSASECQ) displays.



Copying a Section Using SSASECT (cont.)

Schedule Form – Default Section Information (cont.):

6. Type the term, subject and course codes for the section you are creating in their respective fields. Skip to the next step if the fields are already populated.
7. Press the **Execute Query** icon on the toolbar. The results of your query displays.
8. Double-click in the left column of the section that has a **0** in the **Sec** column. The Default Section Information dialog box displays with the **Default Course Ref. Number** field populated.



9. Click the **Process Default** button. The Schedule form (SSASECT) displays.

The screenshot shows the "Oracle Developer Forms Runtime - Web" interface. The main window is titled "Schedule SSASECT 7.1 (TRNG1202)". At the top, there are dropdown menus for "Term" (200410) and "CRN" (14960). Below this is a "Section Details" section with various fields: "Subject" (BIOL), "Course Number" (105), "Section" (0), "Cross List", "Campus" (M1), "Status" (A), "Schedule Type" (WLE), "Instructional Method", "Grade Mode", "Session", "Special Approval", "Duration", "Part of Term" (1), "Registration Dates" (First and Last), "Start Dates", "Maximum Extensions" (0), "CEU Indicator" (N), "Credit Hours" (.000), "Billing Hours" (.000), "Contact Hours" (.000), "Lecture" (.000), "Lab" (.000), "Other" (.000), "Link Identifier" (L1), "Attendance Method", "Weekly Contact Hours", "Daily Contact Hours", and checkboxes for "Print", "Gradable", "Voice Response and Self-Service Available", and "CAPP Areas for Prerequisites".

10. Double-click in the **Section** field to search for the next available section number. The Schedule Section Query form (SSASECQ) displays. Follow the steps in the Building a Course Section earlier in this workshop to locate the next available section number.