

Searching for a List of Course Sections by Date and Time Using SSAMATX

Building/Room Schedule Form:

Use this form to view the building, room, dates, and times for a course.

1. Open the Building/Room Schedule form by typing **SSAMATX** in the **Direct Access** box of the Banner Main menu and press the **[Enter]** key on the keyboard.
2. Enter the search criteria. Use the **Horizontal** scroll bar in the middle of the form to navigate to the **Term** field and click in the field. The cursor will display in the **Term** field, but you will need to use the **Horizontal** scroll bar in the middle of the form to navigate back to the field if you want to see it.
3. Type the term code of the course you are looking for.

Execute Query Icon:
Use the Execute Query icon on the toolbar or the **[F8]** key on the keyboard to search the database and display results based on a search criteria.

Term Field:
Use search criteria to tell Banner as much as you know about the course you are looking for.
Recommended Search Criteria:
Term, Subject, Course, Dates, and Times.

Note: Use the Enter Query icon on the toolbar, the **[F7]** key on the keyboard, or **Query** on the Menu bar and **Enter** from the list to clear the results of the last query and put the form back in query mode, waiting for your next search criteria.

4. Use the **Horizontal** scroll bar on the right of the form to navigate to the **Subject** field and click in the field. The cursor will display in the **Subject** field, but you will need to use the **Horizontal** scroll bar on the right of the form to navigate back to the field if you want to see it.
5. Type the subject of the course you are looking for. Press the **[Tab]** key to navigate to the **Course** field and type the course number you are looking for.
6. Click the **Execute Query** icon on the toolbar. This will return results based on the search criteria.
7. Use the **Vertical** scroll bar to navigate through the form and view your results.
8. When you are finished click the **Exit** icon on the toolbar to exit to the **Banner Main** menu.