



UNIVERSITY
OF MANITOBA

Registrar's Office

Class Scheduling Distance Education (DE) Courses Quick Guide

Updated May 2018

Class Scheduling
Distance Education (DE) Courses Quick Guide
Revised May 2018

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Updating Distance Education (DE) Section Information

Common changes made in updating DE section information rolled from the previous year include:

1. Section number (D0x)
2. Campus
3. Enrollment
4. Meeting Times (WEB)
5. Instructors
6. Comment

*Reminder: Fields in **Red** that are **NEVER EVER** entered, edited or altered:

Instructional Method	Contact Hours (except for Extended Education)
Integration Partner	Lecture
Grade Mode (except for Challenge)	Lab
Session (except for Continuing Graduate sections & Summer Session unit [Ext. Ed.]	Other
Duration	Attendance Method
Registration Dates	Weekly Contact Hours
Start Dates	Daily Contact Hours
Maximum Extension	Print

Using Banner's SSASECT to Update DE Sections

To update rolled schedule information:

1. Enter the term in SSASECT:
 - 201x90 (Fall 201x, or the Fall section of a Fall/Winter spanned course)
 - 201x10 (Winter 201x, or the Winter section of a Fall/Winter or Winter/Summer spanned course)
 - 201x50 (Summer 201x, or a Winter/Summer spanned course)
2. Enter the Course Registration Number (CRN) from the scheduling information provided by the Registrar's Office. Select GO to review or edit course section information, keeping in mind DE-specific considerations:

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.

1. Section Number

In SSASECT, use section number "D0x" indicating a Distance Education section (rolled from last year):

2. Campus

Must be "DE" indicating a Distance Education section that does not take place on a physical campus (unless otherwise advised by RO). Confirm all other rolled course information, such as: status, schedule type, credit/billing hours. SAVE (bottom right corner).

3. Part of Term – DE Sections

There are seven codes used to indicate Part of Term (POT) for DE sections:

Part of Term	Description:
F2	DE Fall Term section
W2	DE Winter Term section
F3	DE Fall/Winter Part A (<i>fall section of spanned DE course</i>)
W3	DE Fall/Winter Part B (<i>winter section of spanned DE course</i>)
W4	DE Winter/Summer Part A (<i>winter section of spanned DE course</i>)
P4	DE Winter/Summer Part B (<i>summer section of spanned DE course</i>)
P3	DE Summer Term section

Schedule SSASECT 9.3.10 (BANUAT1) [ADD] [RETRIEVE] [RELATED] [TOOL]

Term: 201910 CRN: 53549 Subject: ABIZ Course: 1000 Title: INT AGRBUS MGMT [Start Over]

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

COURSE SECTION INFORMATION [Insert] [Delete] [Copy] [Filter]

Subject: ABIZ AGBUSINESS AND AGECONOMICS Campus: DE Distance and Online Education Grade Mode: [...]
 Course Number: 1000 Status: A Active Session: [...]
 Title: INT AGRBUS MGMT Schedule Type: F07 Agricultural & Food Sciences Special Approval: [...]
 Section #: D01 Instructional Method: [...]
 Cross List: [...]

CLASS TYPE [Insert] [Delete] [Copy] [Filter]

Traditional Class
 Part of Term: W2 01/07/2019 04/09/2019 13
 Open Learning Class
 First Last
 Registration Dates [] [] [Processing Rules]
 Start Dates [] []
 Maximum Extensions 0

CREDIT HOURS [Insert] [Delete] [Copy] [Filter]

Credit Hours
 Credit Hours 0.000 3.000 3.000 Lecture 0.000 10.000 []

In November of each year, you can go back into these scheduled **W4** POT sections and recheck the “Voice Response and Self-Service Available” box on the main SSASECT page, as shown below.


The screenshot displays the SSASECT system interface for class scheduling. It is divided into three main sections: CLASS TYPE, CREDIT HOURS, and CLASS INDICATORS.

- CLASS TYPE:** Includes fields for 'Traditional Class', 'Open Learning Class', 'Registration Dates', 'Start Dates', and 'Maximum Extensions'. A red box highlights the 'Part of Term' dropdown menu, which is currently set to 'W4'.
- CREDIT HOURS:** Contains fields for 'Credit Hours', 'Billing Hours', and 'Contact Hours', each with a range and a radio button for 'None', 'To', or 'Or'. There are also 'Lecture Indicator', 'Lab Indicator', and 'Other Indicator' options.
- CLASS INDICATORS:** Includes 'Prerequisite Check Method' (Basic or None, CAPP, DegreeWorks), 'CEU Indicator', 'Link Identifier', 'Attendance Method', and 'Weekly Contact Hours'. A red box highlights the 'Voice Response and Self-Service Available' checkbox, which is checked.

For any **P4** POT sections scheduled in November, please check the “Voice Response and Self-Service Available” box on the main SSASECT page, as shown below.

CLASS TYPE	
Traditional Class	
Part of Term	P4 <input type="text" value="..."/>
04/09/2018	07/03/2018
12	
Open Learning Class	
Registration Dates	First Last
Start Dates	
Maximum Extensions	0
CREDIT HOURS	
Credit Hours	
Credit Hours	0.000 6.000 <input type="text" value="3.000"/>
Credit Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or
Billing Hours	0.000 6.000 <input type="text" value="3.000"/>
Billing Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or
Contact Hours	0.000 90.000 <input type="text"/>
Contact Hours Indicator	<input type="radio"/> None <input checked="" type="radio"/> To <input type="radio"/> Or
Lecture	0.000
Lecture Indicator	<input type="radio"/> None <input checked="" type="radio"/> To
Lab	0.000
Lab Indicator	<input type="radio"/> None <input checked="" type="radio"/> To
Other	0.000
Other Indicator	<input type="radio"/> None <input checked="" type="radio"/> To
CLASS INDICATORS	
Prerequisite Check Method	<input checked="" type="radio"/> Basic or None <input type="radio"/> CAPP <input type="radio"/> DegreeWorks
Link Identifier	<input type="text"/>
Attendance Method	<input type="text" value="..."/>
Weekly Contact Hours	
Daily Contact Hours	
	<input checked="" type="checkbox"/> Print
	<input checked="" type="checkbox"/> Gradable
	<input checked="" type="checkbox"/> Voice Response and Self-Service Available

For any **P3** POT sections scheduled in December, the “Voice Response and Self-Service Available” box has rolled as checked. These courses will appear on the [Preliminary Summer Term DE schedule on Aurora](#) when it is released in early spring.


Aurora

HELP EXIT

Class Schedule Term

▶ The 2018 preliminary Summer Term schedule is now available for viewing. Please check back for additional courses, updates to existing courses, instructors and classroom assignments. Summer Term registration begins on Tuesday, March 20, 2018 .

Search by Term:

None
▼

4. Enrollment

Choose Section Enrolment Information tab → Enrolment Details. Confirm/change maximum enrolment. SAVE (bottom right corner).

5. Meeting Times

A. Meeting Type and Dates

Choose Meeting Times and Instructor Tab → Times and Instructors → Meeting Dates. Click in the Meeting Type field and enter “WEB” as the meeting type. Press Tab on the keyboard to automatically populate Start and End Date and session indicator “01” (*DE courses do not need days or time information entered*). Save.

Note: Hours per Week field is required to save changes. If prompted, enter “2.5” in Hours per Week field and Save again.

B. Meeting Location and Credits

Click on Meeting Location and Credits Tab. Click in the Building field and Add Building “3009” to any new or existing DE courses.

Enter “2.5” in Hours per Week field (*if a section will not meet at specific times, 2.5 hours per week is entered*). SAVE (session credit hours will auto-populate).

Schedule SSASECT 9.3.10 (BANUAT1) [ADD] [RETRIEVE] [RELATED] [TOOLS]

Term: 201910 CRN: 50666 Subject: PHIL Course: 1200 Title: INTRODUCTION [Start Over]

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

Times and Instructors Scheduler Preferences

Meeting Dates Meeting Location and Credits

SCHEDULE [Insert] [Delete] [Copy] [Filter]

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
	3009		F01	2.50		3.000	<input type="checkbox"/>	<input type="checkbox"/>

Record 1 of 1

INSTRUCTOR [Insert] [Delete] [Copy] [Filter]

Session Indicator 1	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of
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6. Instructor(s)

Add an instructor as per [Banner Scheduling manual](#), if instructor assignment is known.