Class Scheduling Banner & Minerva Quick Guide for Admin Staff

Last Updated: November 8, 2019

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Viewing a Class List in Banner via SFASLST

Scenario	An authorized staff member would like to view the class list for a given CRN in Banner.
	Note: Access to **SFASLST** is required.

Procedure
Step-by-Step

1   Access Banner form **SFASLST** (Class Roster Form).

2   In the key block, enter the Term, such as 202001, and **CRN** (if know)

or if CRN is not known, search for it using the drop-down search arrow

CRN: [▼]

and select the **Section Query** item.

```
Option List XXXXXXXXXXXXXXXXXX
    Section Query
    Cross List Query
```
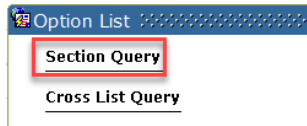
3   Click **Next Block** to display the list of students in the class.

Viewing an Instructor's course list and schedule via SIAASGQ

Scenario	An authorized staff member would like to view the class list and teaching schedule for any given instructor by term. Note: Access to **SIAASGQ** is required. For each course the instructor is teaching, SIAASGQ will show the CRN, subject, course section, begin and end dates, days of the week, times and rooms.

Procedure
Step-by-Step

1   Access Banner form **SIAASGQ**

2   In the Key block area:
- Enter term (e.g. 202001)

    Term: `202001` ▼

- Enter Instructor ID number   **ID:** `260999999` ▼
  Or
  Click on drop-down arrow and query for instructor using last name and/or first name fields

  ID: `|` ▼

3   Click the **Next Block** button to view Instructor schedule for selected term.

CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
20959	INSY	642	051	01	06-JAN-2020	14-APR-2020	✔	☐	☐	☐	☐	☐	☐	1805	2055

	Building	Room	Cross List Group	Override	Time Conflict
	ARMST	075			

CRN	Subject	Course	Section	Session Number	Start Date	End Date	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Begin Time	End Time
20983	MGCR	331	001	01	06-JAN-2020	14-APR-2020	☐	✔	☐	✔	☐	☐	☐	1135	1255

	Building	Room	Cross List Group	Override	Time Conflict
	BRONF	423			

Viewing Class Lists, photos and weekly schedules in Minerva

Scenario	An authorized staff member of Student Affairs Offices (departmental or faculty level) or Enrolment Services could like to view class lists, class photos, and weekly schedules for specified course sections or specified students.
	Note: Some staff can also use these options on behalf of instructors who do not have access the Faculty Menu where there are similar options.

Procedure

Step-by-Step

1 Log into Minerva,
and select the **SR Admin Menu > Catalog and Schedule Menu**.

2 Some of these options are restricted to either departmental or faculty level staff; some are available to both:
- **Class Lists:** For the selected CRN, you will be able to print directly the class list directly from the Web page or click on **Download Class List** to save the class list in a spreadsheet format.
- **Class Schedules:** view the weekly schedule for one or more class sections, as well as any special schedule changes due to holidays, etc.
- **Student's Weekly Schedule:** view an individual student's weekly schedule.
- **Student Photos by CRN**

3 You will be then prompted to choose the term, such as Winter 2019, and enter search criteria required to refine your search.

4 Follow the onscreen instructions on each page, or click on the **HELP** link at the top of each page.

Class Scheduling FAQs (SSASECT & related forms)

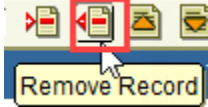## Changing the instructor assigned to a course section in SSASECT

Scenario	An authorized staff member would like to change the name of the instructor assigned to a course section in Banner Note: Access to **SSASECT** is required.

Procedure
Step-by-Step

1. Access the main **SSASECT** (Schedule) form.

2. Enter the **Term**.

3. Enter the **CRN,** click **Next Block**.

4. Select **Options** > **Assigned Instructors**.

5. Highlight the instructor you wish to remove.

6. Click on the **Remove Record icon** in the toolbar.

7. Click on **Save**.

8. Enter the new instructor's **McGill ID**.

9. Click on **Save**.

Adding comments to a section via SSATEXT

Scenario	An authorized staff member would like to add comments to a course section via SSASECT. Note: Access to **SSASECT** and **SSATEXT** is required.

Procedure
Step-by-Step

1   Access the main **SSASECT** (Schedule) form.

2   Enter the **Term**.

3   Enter the **CRN,** click **Next Block**.

4   Select **Options** > **Course Section Comments [SSATEXT]**.

5   Click on **Next Block**.

6   Type desired text in **Section Text** area.

7   Click on **Save**.

8   Click on the **X button** to return to SSASECT.

Note: To make the comments **visible to students** (in Minerva), **place an asterisk (*)** at the beginning of **each** line (omitting the asterisk will make the comments visible only to department/faculty).

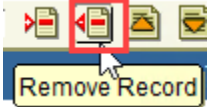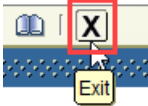## Removing the No Web Registration setting via SSADETL

Scenario	An authorized staff member would like to remove the No Web Registration Notification setting to allow students to register in a particular course on Minerva. Note: Access to **SSASECT** and **SSADETL** is required.

Procedure
Step-by-Step

1 Access the main **SSASECT** (Schedule) form.

2 Enter the **Term**.

3 Enter the **CRN,** click **Next Block**.

4 Select **Options** > **Course Section Detail [SSADETL]**.

5 Select **Options** > **Degree Program Attributes**.

6 In the **Attribute** field, highlight **RMNW** (No Web Registration: see dept)

7 Click on the **Remove Record icon** in the toolbar.

8 Click on **Save**.

9 Click on the **X button** to return to SSASECT.

Assigning a Course Coordinator role for myCourses via SSASECT

Scenario	An authorized Banner Program Coordinator would like to assign a Course Coordinator role in myCourses. Note: Access to **SSASECT** is required.

Procedure
Step-by-Step

1   Access the main **SSASECT** (Schedule) form.

2   Enter the **Term**.

3   Enter the **CRN,** click **Next Block**.

4   Select the **Course Assistants** tab.

5   Enter the **ID** of the person to be assigned the course coordinator role.

6   Under **Course Asst Type**, click on the down arrow.

7   On the dialog box that opens, select **CC Course Coordinator** from the list.

8   Click **OK**.

9   Click on **Save**.

Entering an Instructor's name via SSASECT

Scenario	An authorized staff member would like to change the TBA (To Be Announced) placeholder term to an Instructor's name.
	Note: Access to **SSASECT** is required.

Procedure
Step-by-Step

1   Access the main **SSASECT** (Schedule) form.

2   Enter the **Term**.

3   Enter the **CRN,** click **Next Block**.

4   Select **Options** > **Scheduled Meeting Times**.

5   Tab over to **Start Date** (the fields for both the Start & End Date will automatically populate).

6   Enter the **days**, **time, building, room**, **hours**, and **credits** of the course.

7   Click on **Save**.

8   Select **Options** > **Assigned Instructors**.

9   Tab over to the **ID** field and enter the instructor's **McGill ID**.

10   Click on **Save**.

Restricting enrollment in a course section by program attributes via SSADETL

Scenario	An authorized staff member would like to change program attributes to limit enrolment size. i.e. he/she would like to restrict enrollment in a course section according to program attributes. Note: Access to **SSASECT** and **SSADETL** is required.

Procedure Step-by-Step	1	Access the main **SSASECT** (Schedule) form.
	2	Enter the **Term**.
	3	Enter the **CRN,** click **Next Block**.
	4	Select **Options** > **Course Section Detail [SSADETL]**.
	5	Select **Options** > **Degree Program Attributes**.
	6	Double-click in the **Attribute** field.
	7	Scroll down to **RMLS** (enrolment limited by size), click **OK**.
	8	Click on **Save**.

Changing the maximum enrollment for a course section via SSASECT

Scenario	An authorized staff member would like to change the maximum enrollment for a course section.
	Note: Access to **SSASECT** is required.

Procedure
Step-by-Step

1   Access the main **SSASECT** (Schedule) form.

2   Enter the **Term**.

3   Enter the **CRN,** click **Next Block**.

4   Select **Options** > **Section Enrollment Info**.

5   Place cursor in the **Maximum** field to change the number of students you want enrolled in the course section.

6   Click on **Save**.

Troubleshooting

Problem assigning a recently appointed instructor to course section in SSASECT

Issue	An authorized staff member is not able to activate/setup an Instructor in SSASECT.

Cause	When the department tries to add the instructor in SSASECT, it does not recognize the person as an active instructor at McGill University. This prevents the department from attaching the instructor to his/her courses.

Resolution

If the instructor has a McGill ID, the department would contact Enrolment Services to have the person activated as an instructor in Banner. The **Security Designate** of their department must send an email to **sis-security@mcgill.ca** with the person's full name and McGill ID.

Note: If the instructor has not been assigned a McGill ID, the department would contact the Human Resources Help Desk at (514) 398-4747.