HOW TO CREATE & MAINTAIN COMMENTS ASSOCIATED WITH A COURSE SECTION IN BANNER SIS

Section Comment Form (SSATEXT)

General:

The *Section Comment Form* is used to build and maintain comments associated with a course section. Comments preceded by an asterisk (*) will appear on the Web Class Schedule.

A course must first have been created on the *Basic Course Information Form (SCACRSE)* in the Catalog module. Section(s) of this course are then created using the *Schedule Form (SSASECT)*. Only after both the course and section have been created can comments for a section be entered and maintained.

Check List:

Before you proceed, you must have the following information:

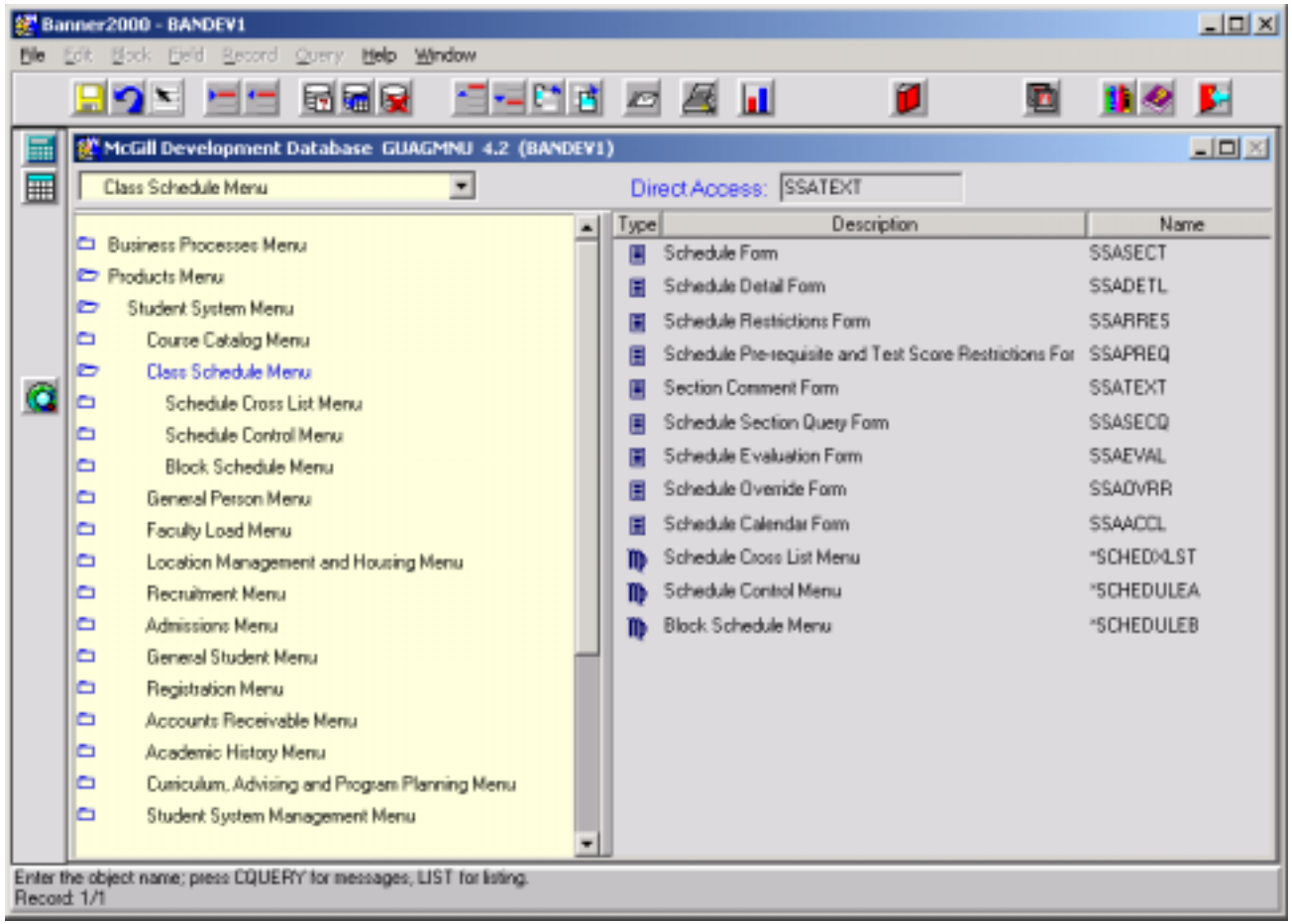
- Term code
- Course Reference Number
- Additional remarks
- Comments related to course section

Remember: The bottom left of the form displays errors and warnings. This area is referred to as the auto-hint line and should be consulted if you are experiencing any problems. Even if you are not experiencing difficulties you should always keep an eye on this bar, especially if you are updating fields, as it provides important information such as warnings and errors that do not necessarily block your progress.

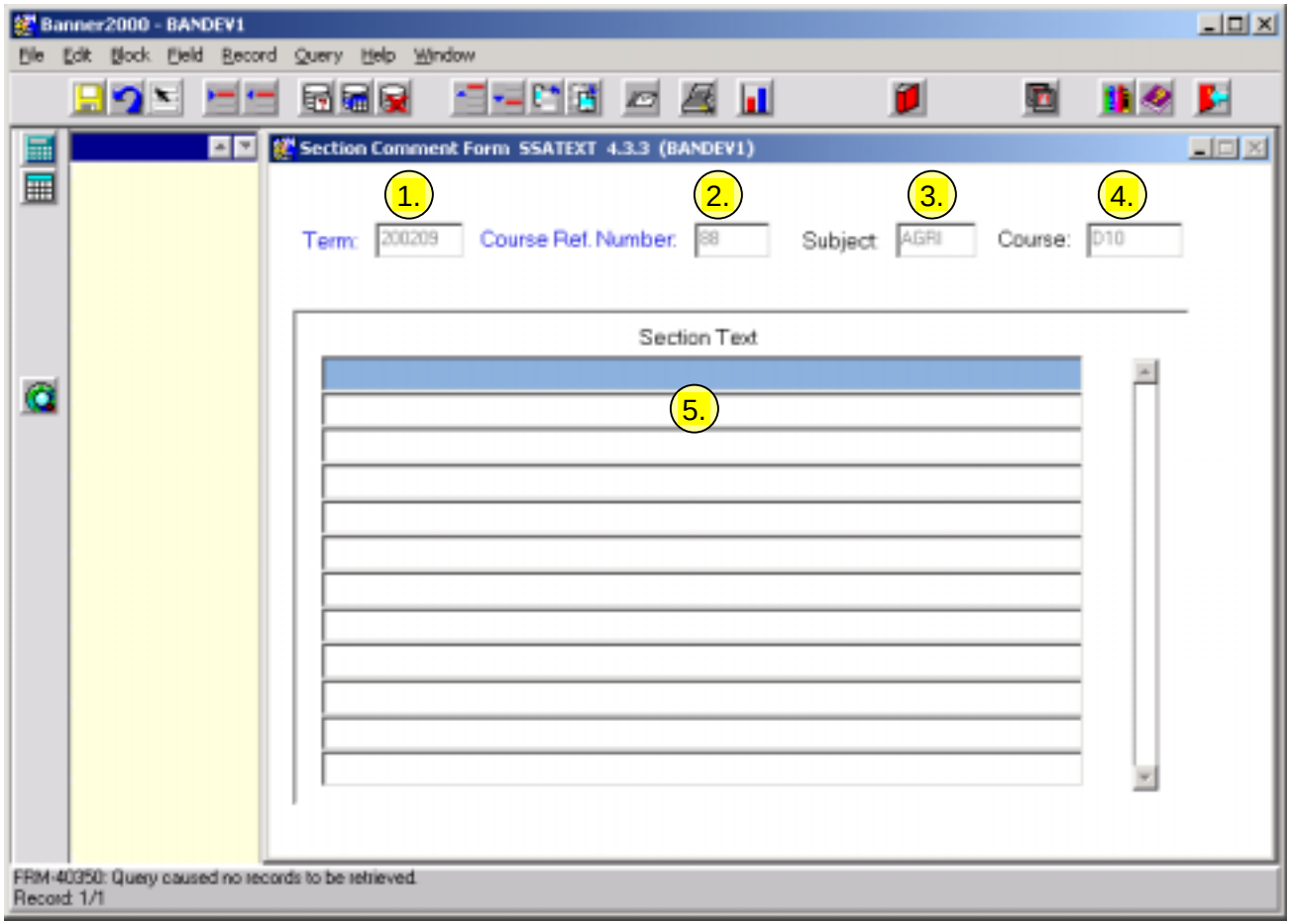
Accessing the "Section Comment Form" (SSATEXT)

Type the name of the form SSATEXT in the Direct Access field.
(OR)

Use the Menu Selection:
1) *Access* Products Menu
2) *Select* Student System Menu
3) *Select* Class Schedule Menu
4) *Select* Section Comment Form (SSATEXT)



The adjacent screen will appear:



Note: Numbers have been added to the adjacent form to help find and identify the different fields. These numbers correspond to the table below, which defines or explains each field's purpose.

In the table below, text inside {} brackets refer to Banner functions that are performed with buttons, menu items, or keystrokes.

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
✓	1.	Term	Enter the appropriate term or click on the Term button to display valid terms. 6 “characters”, required.		Term code.	Validation form referenced: Term Code Validation form (STVTERM)
✓	2.	Course Ref Number	Enter any valid CRN for the term selected.	When the course reference number is entered the fields	The course reference number is associated with a course section number. For each section of a	Form referenced: Schedule Section Query Form (SSASECQ)

Req'd	#	Field	Action	Reaction	Explanation/Description	Related Documentation
				subject and **course** automatically get filled in. You **can not** enter data in the fields' subject or course.	course there is a unique course reference number.	
	3.	Subject			Subject code associated with CRN. Display only.	
	4.	Course			Course code associated with CRN. Display only.	
✓			Proceed to the **Next Block** by clicking the icon, or by pressing Ctrl + Page Down on your keyboard.			
✓	5.	Section Text	Enter text. Press down arrow to get to next line. Begin with an asterisk (*) if it is to show on the Web Class Schedule.	Note: No wrap around at the end of the line.	Free form area where comments associated with a particular course section can be entered.	
✓			Save record by clicking on save icon, or by pressing **F10** on your keyboard.			