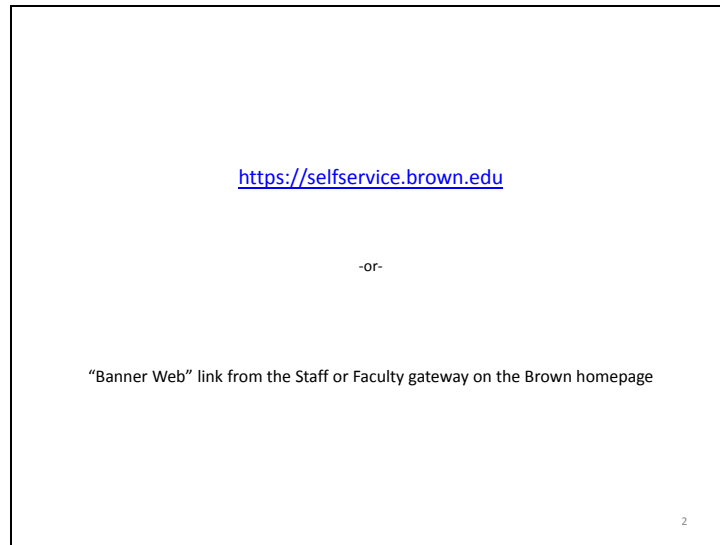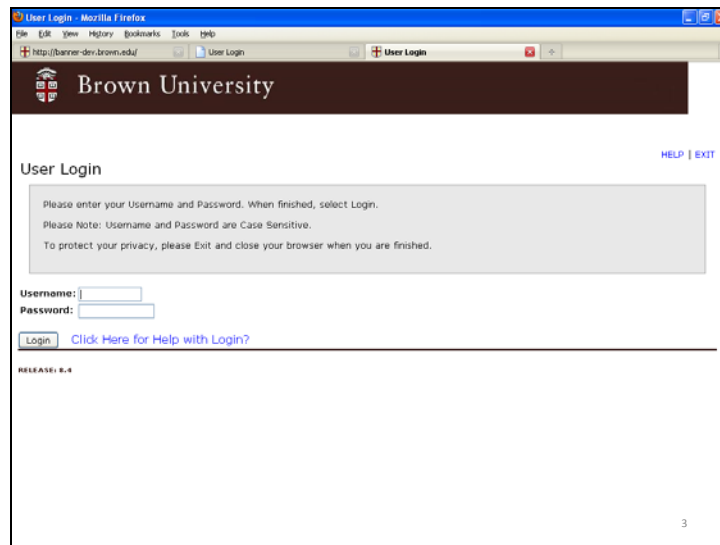Slide 1

Online Course Offering Builder

Thank you for visiting the Online Course Offering Builder tutorial for Brown University academic department staff members and department chairpersons.

Slide 2

https://selfservice.brown.edu

-or-

"Banner Web" link from the Staff or Faculty gateway on the Brown homepage

2

To access Self Service Banner, login to https://selfservice.brown.edu or use the Banner Web link from the Staff or Faculty gateway on the Brown homepage.

Slide 3

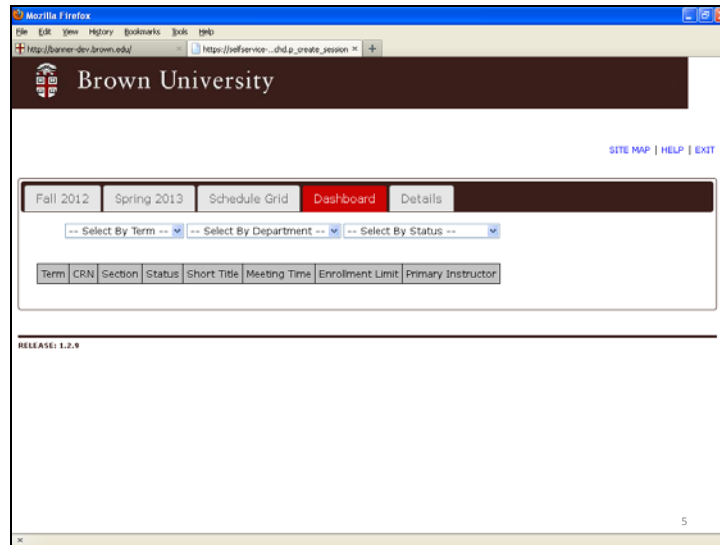Log in to the Secure Area via the Brown Authentication process

Slide 4
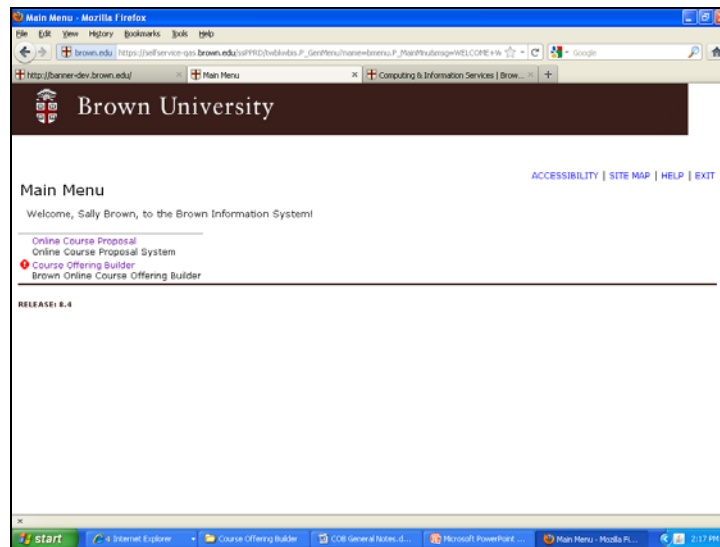
Once logged in, you should see a similar menu that is specific to your role in Banner. From this menu, select the Course Offering Builder link.

Slide 5

The application will direct you to your Dashboard which will list all the offerings created within your department – by you or anyone else who has access to the Offering Builder. Click on the Fall or Spring term tab to begin creating course offerings.

Slide 6

Use the drop down list to select the course for your offering. If a course is inactive, you will be prompted to use the Online Course Proposal tool to activate the course for the term before you can create offerings. Activating a course will require full CCC/Graduate Council Approval.

Slide 7

Once you select a course, the title and description will display, and a section number and CRN (Course Reference Number) will be assigned automatically to the offering. Continue to enter details about the offering by clicking the panel bars below the main panel.

Slide 8

To schedule a meeting time, select a standard meeting pattern from the drop down list, enter a non-standard time, or select arranged if the time is yet to be determined. Only **one** meeting time may be entered here. If you need to add additional meeting patterns for a CRN, email the secondary meeting time to the staff responsible for course information in the Office of the Registrar. If you plan to use your own departmental space for the offering, you may indicate that on this panel. If the course has an approved enrollment limit, the number will default. You may increase this number by typing over the limit or choose not to enforce the limit by entering 999. A decrease in the enrollment limit must be approved through the Online Course Proposal application. Please note that courses offered in seminar patterns, or a non-standard pattern meeting once day per week, must have an enrollment limit of 40 or less.

Avoid hitting the 'enter' or 'tab' keys here as it will save the offering without all the information that you may want to enter. Should this occur select 'Edit' from dashboard and complete the information for the offering in question.
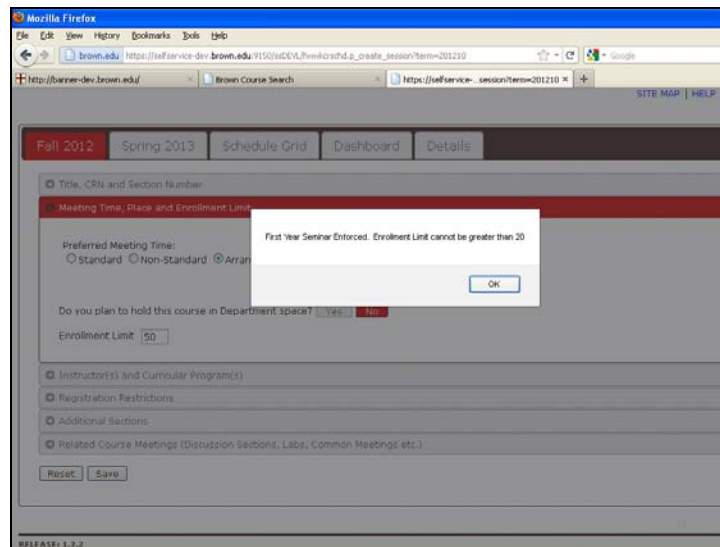
Slide 9

To add an instructor to the offering, enter the last name, first name of the faculty member and click the "Search" button. The instructor(s) will display in the drop down list. Highlight the instructor name and click the "Add" button. The instructor's name will appear below and the radio button indicating Primary Instructor will default. Repeat the search process to add co-instructors – you must select one as the Primary instructor.

Slide 10

If a course has been designated a First Year Seminar, you have the option of enforcing that designation or not. If you elect to keep the first year seminar restriction, ALL the applicable restrictions will be enforced : instructor permission, enrollment limit, and restriction to ONLY First-Year students.

Slide 11

If you attempt to change any of the restrictions that should be applied to a First Year Seminar, you will be presented with an error window.

The Registration Restrictions tab allows you to indicate whether you would like Instructor Permission applied to a section and/or whether you would like to enforce any restrictions that have been recorded in the Banner Course Catalog for the course in process. You can use the radio buttons to indicate Yes = restrictions will apply, or No = restrictions will NOT apply for this section. The Special Registrations Instructions can be used to enter text that will appear on Banner Web and assist the students during registration – particularly for courses that have more than one associated meeting type (e.g. a conference, lab, and common meeting) for which students must register simultaneously. This field is **NOT** to be used to change a course description. That must be done through the online Course Proposal application.

Slide 13

You can create multiple sections of a course by indicating the number and clicking 'Create'. The seed data – Enrollment Limit and Instructor – will default from section 01, but it may be changed as needed. Everything else (such as hold in department space, registration restrictions, special web text, etc.) will be copied from section 01 as well. Please be sure that each additional section has the information entered appropriately before you save it. You may always edit the individual components of a particular section after saving by going through the Dashboard.

Slide 14

Related course meetings such as labs, conferences (better known as discussion sections), filmings, or common meetings may be entered for each course. Choose the type associated with the primary meeting from the drop down list and enter the pertinent data (meeting time, instructor (if any), and indicate whether it should be linked to any of the primary meeting sections.

Once you save your entries, you will be directed to your dashboard where you can view summary information about your offerings. You can edit your saved entries by clicking the Edit link or you can Delete the entry permanently. Once your department approves any offering, it will be sent to the Registrar's Office for approval.   At that point it will be locked until it exists in Banner Schedule. At any time, you can click the CRN link to view a summary detail for the offering you have entered.

Slide 16
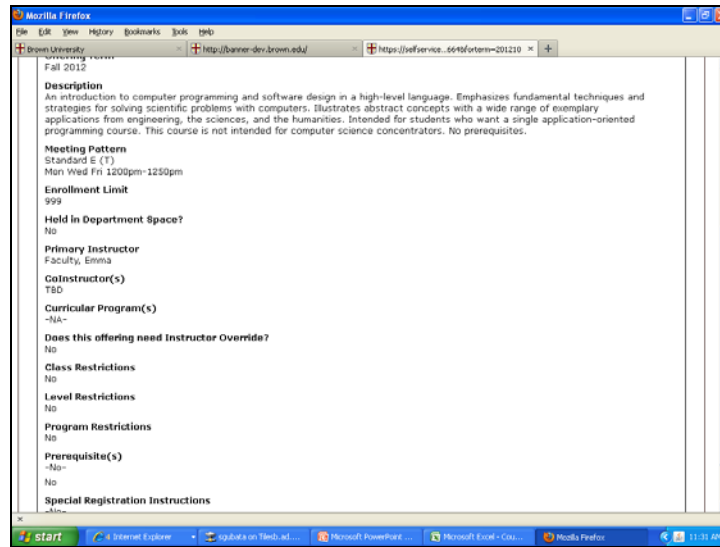
The Summary page will display the information you have entered. It will also show the original values with changes made if you revise meeting times, instructors, etc after the information has been pushed to Banner.
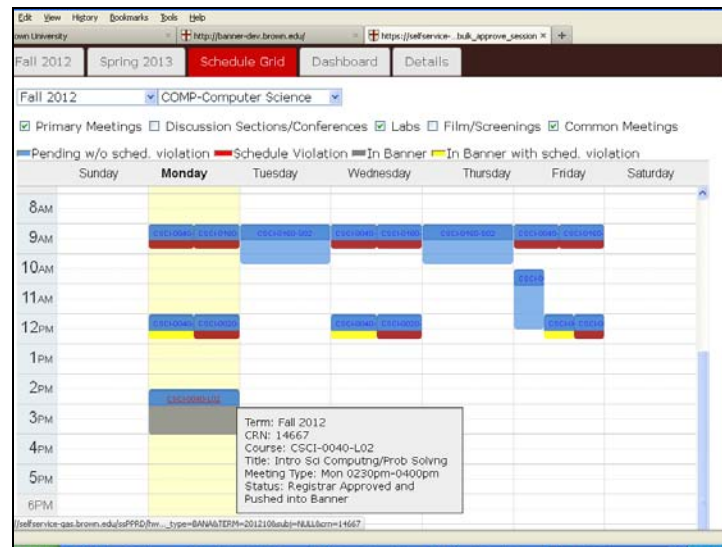
Slide 17

You may use the filters on the Dashboard to broaden or limit your search – particularly by status.

The Schedule Grid tab gives you an 'at-a-glance' view of the offerings you've entered and whether they are violating any of the scheduling principles. You must choose a semester from the filter – either Fall or Spring. You can use the check boxes to control which type of entry appears – primary meetings, labs, discussion sections, etc. As noted in the legend, the blue section indicates that the courses are ready for approval; red means there are violations, and any course in gray means that it has been pushed into Banner, or was created in Banner, by the Registrar's Office staff. The yellow indicator on a course means that the section has been pushed into Banner and a subsequent course offering has been entered in the time slot to generate a schedule violation.

The Department Approver role provides your chairperson or the designated member of your department the ability to review offerings that have been entered and/or enter sections offerings him/herself. Courses may be edited or viewed by clicking the Edit or CRN link. Once an offering is ready to be approved, click the checkbox in the first column and click the approve button. You may approve several or all offerings at one time.   Again, once the offering is in "Department Approved" status, you will NOT be able to make any additional edits.

Once an offering has been approved by the Registrar's office, it is automatically "pushed" into Banner. At this status, it can be viewed through the Course Search in Banner Web. You will notice that the maintenance option on the Dashboard is Revise for these "pushed" courses, rather than Edit for other "pending" offerings.

Slide 21

If you click the Revise link on the Dashboard, the entry panels will open so you can make changes to the offering selected. Notice that the drop down list displays only the course you want to change. To create new offerings, return to the Dashboard then click the Fall or Spring tab to begin a new entry. Please note that you will NOT be able to change a meeting time for an offering once a room assignment has been made.

Slide 22

Once you select an offering for revision and save the changes, the Status reverts to Saved. The revised offering will need to be approved in the same manner as the original offering – first by the department approver, then by the Registrar – before the changes will be reflected in Banner Web.
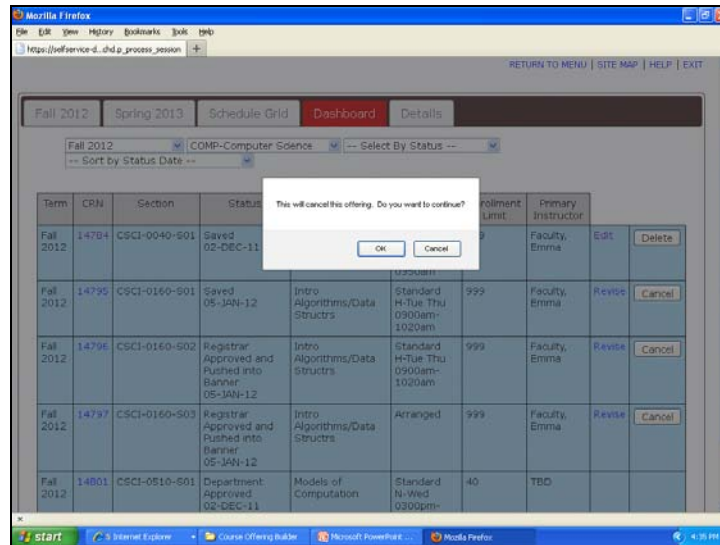
Slide 23

If an offering has to be completely removed from the class schedule after it has been "pushed" to Banner, you may use the Cancel button to change it's status.

A dialogue box will appear asking you to confirm the cancellation – select OK to cancel the offering or Cancel to return to the Dashboard with no changes made.

Slide 25

The offering status will change to Cancelled in your Dashboard, but must still be approved by both your department approver and the Registrar before the cancellation is complete. Until it's approved, you may use the Revive button to bring the course back to Saved status. Once approved, the offering will no longer appear on your Schedule Grid or be visible through Banner Web.

Note that the cancelled offering WILL remain on your Dashboard with a status of Registrar Approved Cancel and Pushed into Banner. You will NOT be able to re-activate an offering that has been cancelled and pushed into Banner. If you find that the course actually will be offered after it's been cancelled, you will need to build a new offering and assign the next subsequent section number. Thank you for using this Banner Web tutorial.