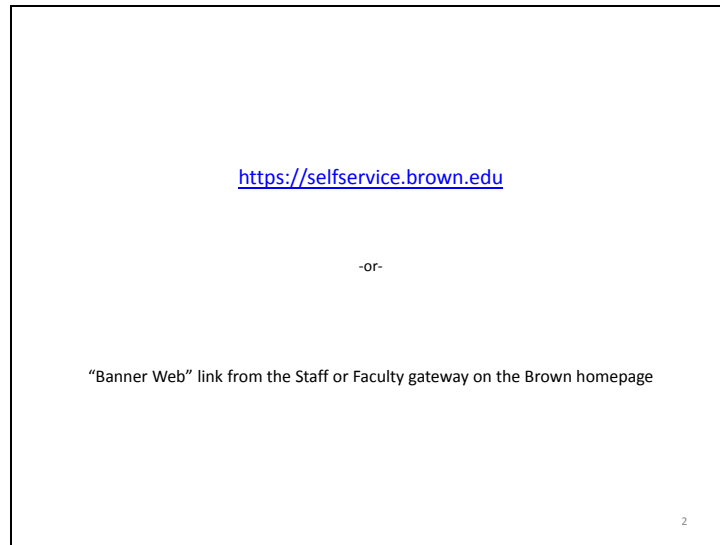


Slide 1



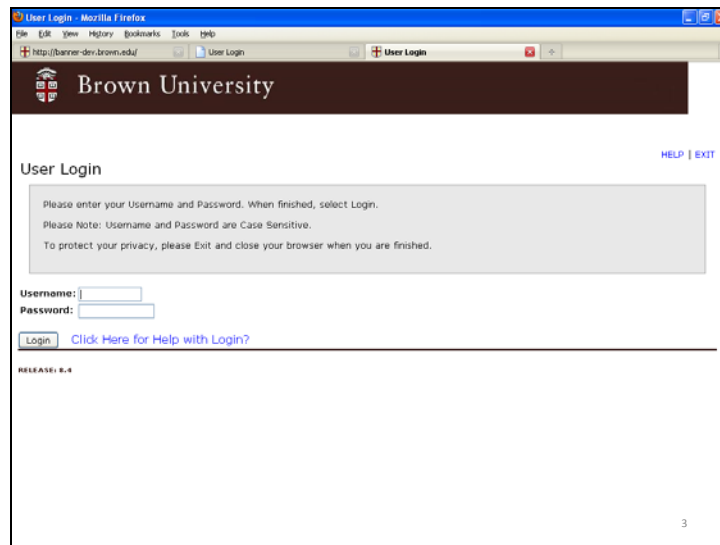
Thank you for visiting the Online Course Offering Builder tutorial for Brown University academic department staff members and department chairpersons.

Slide 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

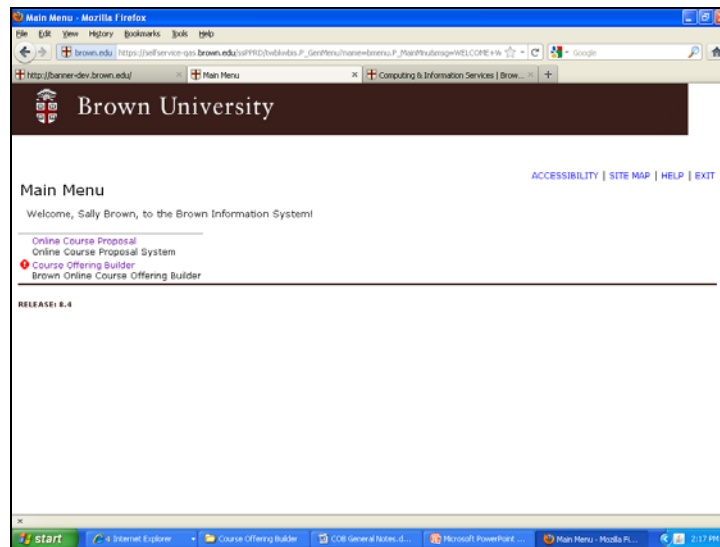


The screenshot shows a web browser window titled "User Login - Mozilla Firefox". The address bar displays "http://banner-dev.brown.edu/". The page header features the Brown University logo and name. Below the header, the page is titled "User Login" with a "HELP | EXIT" link. A gray box contains instructions: "Please enter your Username and Password. When finished, select Login. Please Note: Username and Password are Case Sensitive. To protect your privacy, please Exit and close your browser when you are finished." Below this, there are input fields for "Username:" and "Password:". A "Login" button is next to the password field, followed by a link "Click Here for Help with Login?". At the bottom left, it says "RELEASE: 8.4". A small number "3" is visible in the bottom right corner of the browser window.

Browser Title: User Login - Mozilla Firefox  
Address Bar: http://banner-dev.brown.edu/  
Page Title: User Login  
Links: HELP | EXIT  
Instructions:  
Please enter your Username and Password. When finished, select Login.  
Please Note: Username and Password are Case Sensitive.  
To protect your privacy, please Exit and close your browser when you are finished.  
Fields:  
Username:   
Password:   
Buttons:  
Login  
Link: Click Here for Help with Login?  
Footer: RELEASE: 8.4  
Page Number: 3

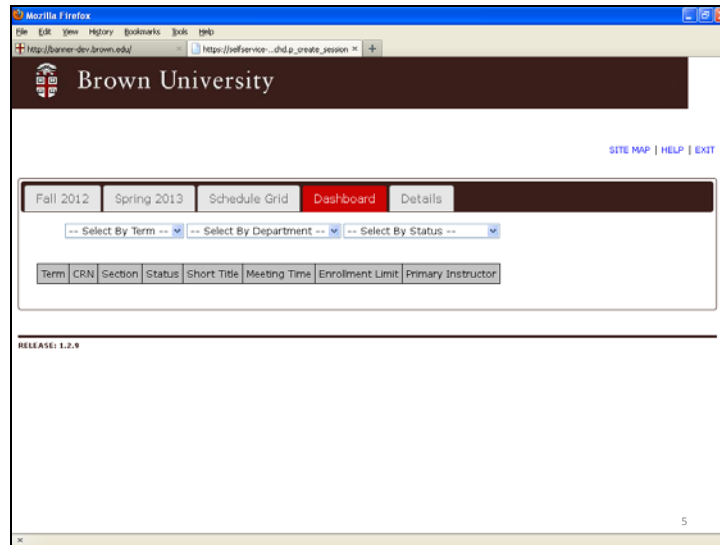
Log in to the Secure Area via the Brown Authentication process

## 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

Moodle Firefox

http://banner-dev.brown.edu/ https://xellserver...create\_session

Brown University

SITE MAP | HELP | EXIT

Fall 2012 Spring 2013 Schedule Grid Dashboard Details

Title, CRN and Section Number

Course: --Select a valid Course--

Long Title:

Description:

Section No.:

CRN:

Meeting Time, Pl

Instructor(s) and

Registration Res

Additional Sections

Related Course Meetings (Discussion Sections, Labs, Common Meetings etc.)

Reset Save

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

The screenshot shows a web browser window with the URL <https://selfservice.brown.edu>. The page header includes the Brown University logo and navigation links for [SITE MAP](#), [HELP](#), and [EXIT](#). Below the header is a navigation bar with tabs for **Fall 2012**, [Spring 2013](#), [Schedule Grid](#), [Dashboard](#), and [Details](#). The main content area is titled "Title, CRN and Section Number" and contains the following information:

- Course:** CSC1-0040: Intro Sci Computing/Prob Solving
- Long Title:** Introduction to Scientific Computing and Problem Solving
- Description:** An introduction to computer programming and software design in a high-level language. Emphasizes fundamental techniques and strategies for solving scientific problems with computers. Illustrates abstract concepts with a wide range of exemplary applications from engineering, the sciences, and the humanities. Intended for students who want a single application-oriented programming course. This course is not intended for computer science concentration.
- Section No.:** 501
- CRN:** 14784

Below the main panel are several expandable sections:

- Meeting Time, Place and Enrollment Limit
- Instructor(s) and Curricular Program(s)
- Registration Restrictions
- Additional Sections
- Related Course Meetings (Discussion Sections, Labs, Common Meetings etc.)

At the bottom of the form are **Reset** and **Save** buttons. The Windows taskbar at the bottom shows the Start button, Internet Explorer, Course Offering Submitter, Mozilla Firefox, and Microsoft PowerPoint.

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

The screenshot shows a web browser window with the address bar displaying "https://webform.brown.edu/create\_session". The page header features the Brown University logo and navigation links for "SITE MAP", "HELP", and "EXIT". Below the header is a navigation bar with tabs for "Fall 2012", "Spring 2013", "Schedule Grid", "Dashboard", and "Details". The main content area is a form titled "Title, CRN and Section Number" and "Meeting Time, Place and Enrollment Limit". The form includes a "Preferred Meeting Time" section with radio buttons for "Standard", "Non-Standard", and "Arranged". A "Please Specify" dropdown menu is set to "8-Mon Wed Fri 0900am-0950am". Below this is a question "Do you plan to hold this course in Department space?" with "Yes" and "No" buttons. The "Enrollment Limit" is set to "999". At the bottom of the form are sections for "Instructor(s) and Curricular Program(s)", "Registration Restrictions", "Additional Sections", and "Related Course Meetings (Discussion Sections, Labs, Common Meetings etc.)". The form concludes with "Reset" and "Save" buttons. A small number "8" is visible in the bottom right corner of the form area.

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

The screenshot shows the Moodle interface for adding an instructor. The browser window title is "Moodle / Index" and the URL is "https://moodle-dev.brown.edu/". The page header includes the Brown University logo and navigation links: "SITE MAP | HELP | EXIT". The main navigation bar has tabs: "Fall 2012", "Spring 2013", "Schedule Grid", "Dashboard", and "Details". The "Fall 2012" tab is selected. The "Instructor(s) and Cumulative Program(s)" section is highlighted in red. It contains a search input field with the text "faculty, emma" and a "Search" button. Below the search field is a dropdown menu showing "Faculty, Emma (800762766)". An "Add" button is circled in red. Below the dropdown, the instructor's name "Faculty, Emma (800762766)" is displayed with a "Remove Instructor" button. A "Primary Instructor Indicator" radio button is selected. The "Add" button is also circled in red. The "Registration Restrictions" section is visible below the instructor list. The "Reset" and "Save" buttons are at the bottom of the form.

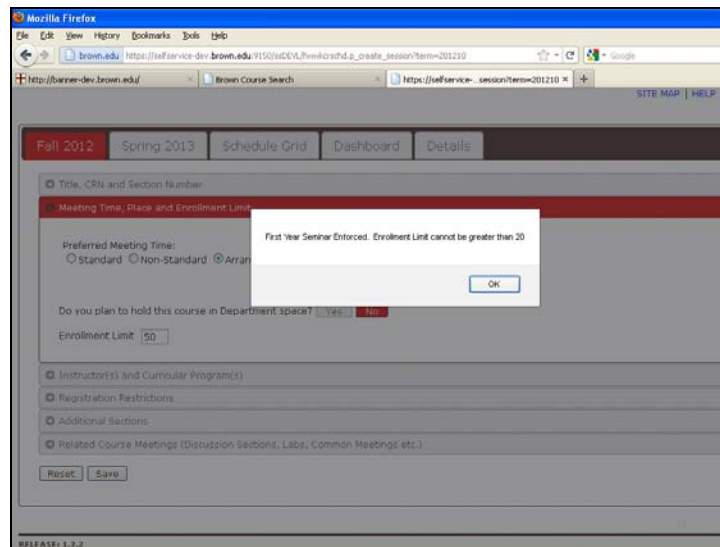
To add an instructor to the offering, enter the last name, first name of the faculty member and click the “Search” button. The instructor(s) will display in the drop down list. Highlight the instructor name and click the “Add” button. The instructor’s name will appear below and the radio button indicating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

Slide 10

The screenshot shows a web browser window displaying the Brown University Banner self-service portal. The browser's address bar shows the URL: [https://selfservice-dev.brown.edu:1050/servlet/bwwebcoursehd.p\\_create\\_session?term=201210](https://selfservice-dev.brown.edu:1050/servlet/bwwebcoursehd.p_create_session?term=201210). The page header features the Brown University logo and the text "Brown University". Below the header, there are links for "SITE MAP", "HELP", and "EXIT". The main content area has a navigation bar with tabs for "Fall 2012", "Spring 2013", "Schedule Grid", "Dashboard", and "Details". The "Fall 2012" tab is selected. The form below the navigation bar contains several sections: "Title, CRN and Section Number", "Meeting Time, Place and Enrollment Limit", "Instructor(s) and Curricular Program(s)", "Curricular Program(s)", and "Registration Restrictions". The "Instructor(s) and Curricular Program(s)" section is highlighted in red and contains a search box with the placeholder text "lastname, firstname mi" and a "Search" button. Below the search box is an "Add" button. The "Curricular Program(s)" section contains a radio button for "First Year Seminar" with "Yes" selected and "No" as an option, and a checkbox for "Writing - Designated Courses". The "Registration Restrictions" section is currently empty.

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.

Slide 12

The screenshot shows a web browser window displaying the Banner system interface. The 'Registration Restrictions' tab is active, showing a form with several sections: 'Title, C/N and Section Number', 'Meeting Time, Place and Enrollment Limit', and 'Instructor(s) and Curricular Program(s)'. The 'Registration Restrictions' section is highlighted in red and contains three radio button questions: 'Does this offering need Instructor Override?' (Yes/No), 'Do you wish to enforce the below program restrictions?' (Yes/No), and 'Do you wish to enforce the below prerequisites?' (Yes/No). Below these are fields for 'Include Computer Science' and 'Subj: CSCI Crse: 0020 Lvl: UG Min Grade: S'. A 'Special Registration Instructions' section with a 100-word limit is also present. The bottom of the screen shows the Windows taskbar with the Start button and open applications like Internet Explorer, Course Offering Builder, Mozilla Firefox, and Microsoft PowerPoint.

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

The screenshot shows a web browser window with the Moodle interface. The top navigation bar includes tabs for 'Fall 2012', 'Spring 2013', 'Schedule Grid', 'Dashboard', and 'Details'. The 'Fall 2012' tab is active. Below the navigation bar, there are several sections for course management: 'Title, CRN and Section Number', 'Meeting Time, Place and Enrollment Limit', 'Instructor(s) and Curricular Program(s)', and 'Registration Restrictions'. The 'Additional Sections' section is highlighted with a red header. It contains a form for creating new sections. The form asks 'Do you wish to create additional sections of this offering?' with radio buttons for 'Yes' and 'No'. Below this, it asks 'How many additional sections would you like to create?' with a text input field containing '1' and a 'Create' button. A table below shows a list of sections, with 'Section 002' selected. The table has columns for 'Section', 'Preferred Meeting Time', 'Enrollment Limit', and 'Instructor'. The 'Preferred Meeting Time' for Section 002 is 'Standard'. The 'Enrollment Limit' is '999'. The 'Instructor' is 'Faculty, Emma (B00762766)'. There are 'Remove' and 'Remove Instructor' buttons. The bottom of the screen shows the Windows taskbar with the 'start' button and several open applications: 'Internet Explorer', 'Course Offering Builder', 'Mozilla Firefox', and 'Microsoft PowerPoint'.

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 (Discussion Sections, Labs, Common Meetings etc.)

Are there additional meetings associated with this offering? ☐ Yes ☐ No

Lab

How many would you like?  Create

Lab L01 Remove

Preferred Meeting Time:  
☒ Non-Standard ☐ Arranged

Please Specify:  
☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☒ Fri ☐ Sat

Start Time:  End Time:   
Please use military time without am/pm in the format HHMM

Enrollment Limit:

Search

Add

Would you like to link this section with any of the below sections?  
☒ 501 ☒ 502

Lab L02 Remove

Reset Save

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.

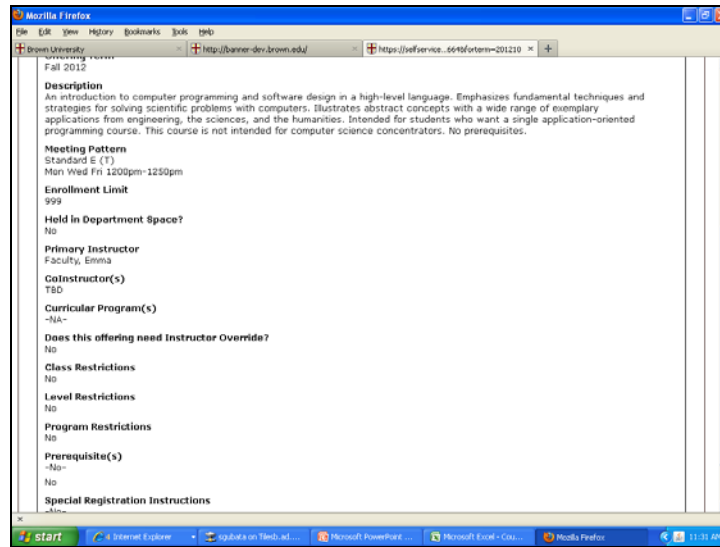
Slide 15

The screenshot shows a web browser window displaying the Banner I/F interface. The interface has tabs for 'Fall 2012', 'Spring 2013', 'Schedule Grid', 'Dashboard', and 'Details'. The 'Dashboard' tab is selected. Below the tabs, there are filters for 'Fall 2012', 'COMP-Computer Science', and 'Select By Status --'. The main content is a table of course offerings. The table has the following columns: Term, CRN, Section, Status, Short Title, Meeting Time, Enrollment Limit, and Primary Instructor. The table contains 8 rows of data. The row with CRN 14785 is highlighted with a red box, and red arrows point to the 'Edit' and 'Delete' buttons in the 'Primary Instructor' column for that row.

Term	CRN	Section	Status	Short Title	Meeting Time	Enrollment Limit	Primary Instructor	
Fall 2012	14786	CSCI-0040-L01	Saved 02-DEC-11	Intro Sd Computing/Prob Solving	Non-Standard Fri 1030am-1230pm	50	TBD	Edit Delete
Fall 2012	14787	CSCI-0040-L02	Saved 02-DEC-11	Intro Sd Computing/Prob Solving	Non-Standard Mon 0230pm-0400pm	999	TBD	Edit Delete
Fall 2012	14784	CSCI-0040-S01	Saved 02-DEC-11	Intro Sd Computing/Prob Solving	Standard B-Mon Wed Fri 0900am-0950am	999	Faculty, Emma	Edit Delete
Fall 2012	14785	CSCI-0040-S02	Saved 02-DEC-11	Intro Sd Computing/Prob Solving	Standard E-Mon Wed Fri 1200pm-1250pm	999	Faculty, Emma	Edit Delete
Fall 2012	14795	CSCI-0160-S01	Saved 02-DEC-11	Intro Algorithms/Data Structrs	Standard B-Mon Wed Fri 0900am-0950am	999	Faculty, Emma	Edit Delete
Fall 2012	14796	CSCI-0160-S02	Saved 02-DEC-11	Intro Algorithms/Data Structrs	Standard H-Tue Thu 0900am-1020am	999	Faculty, Emma	Edit Delete
Fall 2012	14797	CSCI-0160-S03	Saved 02-DEC-11	Intro Algorithms/Data Structrs	Arranged	999	Faculty, Emma	Edit Delete

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.



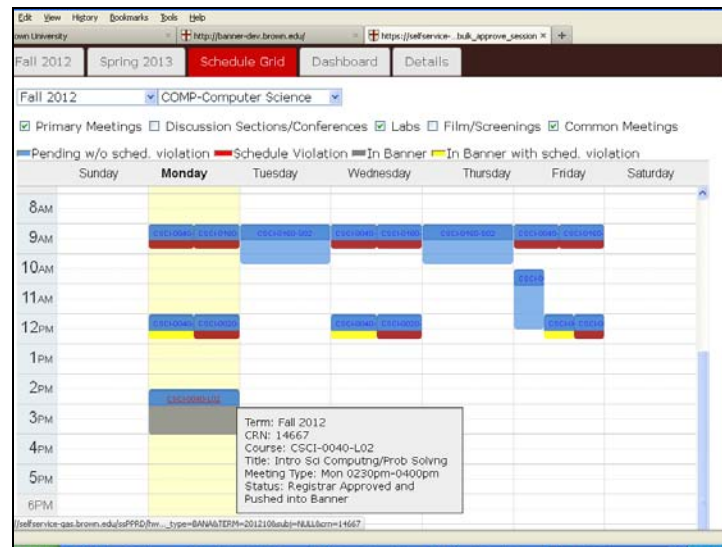
Slide 17

The screenshot shows a web application interface for course management. At the top, there are tabs for 'Fall 2012', 'Spring 2013', 'Schedule Grid', 'Dashboard', and 'Details'. The 'Dashboard' tab is active. Below the tabs, there are filters for 'Fall 2012', 'COMP-Computer Science', and 'Department Approved'. A table displays course information with columns: Approve, Term, CRN, Section, Status, Time, Enrollment Limit, and Primary Instructor. A dropdown menu is open over the 'Status' column, showing options: 'Department Approved', 'Pushed into Banner', and 'From Banner'. The table contains four rows of course data.

Approve	Term	CRN	Section	Status	Time	Enrollment Limit	Primary Instructor
<input type="checkbox"/>	Fall 2012	14795	CSCI-0160-S01	Department Approved 02-DEC-11	B-Mon Wed Fri 0900am-0950am	999	Faculty, Emma
<input type="checkbox"/>	Fall 2012	14796	CSCI-0160-S02	Department Approved 02-DEC-11	Intro Algorithms/Data Structures	999	Faculty, Emma
<input type="checkbox"/>	Fall 2012	14797	CSCI-0160-S03	Department Approved 02-DEC-11	Intro Algorithms/Data Structures	999	Faculty, Emma
<input type="checkbox"/>	Fall 2012	14801	CSCI-0510-S01	Department Approved 02-DEC-11	Models of Computation	40	TBD

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

Slide 18



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.

Slide 19

	2012			02-DEC-11	Computing/Prob Solving	Mon 02:30pm-04:00pm			
<input type="checkbox"/>	Fall 2012	14784	CSCI-0040-S01	Saved 02-DEC-11	Intro Sd Computing/Prob Solving	Standard B-Mon Wed Fri 09:00am-09:50am	999	Faculty, Emma	Edit Delete
<input type="checkbox"/>	Fall 2012	14785	CSCI-0040-S02	Saved 02-DEC-11	Intro Sd Computing/Prob Solving	Standard E-Mon Wed Fri 12:00pm-12:50pm	999	Faculty, Emma	Edit Delete
<input checked="" type="checkbox"/>	Fall 2012	14795	CSCI-0160-S01	Saved 02-DEC-11	Intro Algorithms/Data Structrs	Standard B-Mon Wed Fri 09:00am-09:50am	999	Faculty, Emma	Edit Delete
<input checked="" type="checkbox"/>	Fall 2012	14796	CSCI-0160-S02	Saved 02-DEC-11	Intro Algorithms/Data Structrs	Standard H-Tue Thu 09:00am-10:20am	999	Faculty, Emma	Edit Delete
<input checked="" type="checkbox"/>	Fall 2012	14797	CSCI-0160-S03	Saved 02-DEC-11	Intro Algorithms/Data Structrs	Arranged	999	Faculty, Emma	Edit Delete
<input checked="" type="checkbox"/>	Fall 2012	14801	CSCI-0510-S01	Saved 02-DEC-11	Models of Computation	Standard N-Wed 03:00pm-05:20pm	40	TBD	Edit Delete

Approve

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.

Slide 20

Term	CRN	Section	Status	Short Title	Meeting Time	Enrollment Limit	Primary Instructor		
Fall 2012	14784	CSCI-0040-S01	Saved 02-DEC-11	Intro Sci Computing/Prob Solving	Standard B-Mon Wed Fr 0900am-0950am	999	Faculty, Emma	Edit	Delete
Fall 2012	14795	CSCI-0160-S01	Registrar Approved and Pushed into Banner 05-JAN-12	Intro Algorithms/Data Strucrs	Standard B-Mon Wed Fr 0900am-0950am	999	Faculty, Emma	Revise	Cancel
Fall 2012	14796	CSCI-0160-S02	Registrar Approved and Pushed into Banner 05-JAN-12	Intro Algorithms/Data Strucrs	Standard H-Tue Thu 0900am-1020am	999	Faculty, Emma	Revise	Cancel
Fall 2012	14797	CSCI-0160-S03	Registrar Approved and Pushed into Banner 05-JAN-12	Intro Algorithms/Data Strucrs	Arranged	999	Faculty, Emma	Revise	Cancel
Fall 2012	14801	CSCI-0510-S01	Department Approved 02-DEC-11	Models of Computation	Standard N-Wed 0300pm-0520pm	40	TBD		

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

The screenshot shows a web browser window titled "Mozilla Firefox" with the address bar displaying "https://offservice.d.brown.edu/14795". The page header features the Brown University logo and name. Below the header, there are navigation links: "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". A tabbed interface at the top shows "Fall 2012" as the active tab, with other tabs for "Spring 2013", "Schedule Grid", "Dashboard", and "Details". The main content area is titled "Title, CRN and Section Number" and contains a form for editing a course offering. The form includes a "Course:" dropdown menu with "CSCI-0160-Intro Algorithms/Data Structures" selected, a "Long Title:" field with "Introduction to Algorithms and Data Structures", a "Description:" field with a detailed text about the course, a "Section No.:" field with "S01", and a "CRN:" field with "14795". Below the form, there are four expandable sections: "Meeting Time, Place and Enrollment Limit", "Instructor(s) and Curricular Program(s)", "Registration Restrictions", and "Additional Sections".

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

Banner I/F status

https://reference.d.chd.p\_process\_session

Fall 2012 | Spring 2013 | Schedule Grid | **Dashboard** | Details

Fall 2012 | COMP-Computer Science | -- Select By Status --

-- Sort by Status Date --

Term	CRN	Section	Status	Short Title	Meeting Time	Enrollment Limit	Primary Instructor		
Fall 2012	14784	CSCI-0040-S01	Saved 02-DEC-11	Intro Sci Computing/Prob Solving	Standard B-Mon Wed Fr 0900am-0950am	999	Faculty, Emma	Edit	Delete
Fall 2012	14795	CSCI-0160-S01	Saved 05-JAN-12	Intro Algorithms/Data Structs	Standard H-Tue Thu 0900am-1020am	999	Faculty, Emma	Revise	Cancel
Fall 2012	14796	CSCI-0160-S02	Registrar: Approved and Pushed into Banner 05-JAN-12	Intro Algorithms/Data Structs	Standard H-Tue Thu 0900am-1020am	999	Faculty, Emma	Revise	Cancel
Fall 2012	14797	CSCI-0160-S03	Registrar: Approved and Pushed into Banner 05-JAN-12	Intro Algorithms/Data Structs	Arranged	999	Faculty, Emma	Revise	Cancel
Fall 2012	14801	CSCI-0510-S01	Department: Approved 02-DEC-11	Models of Computation	Standard N-Wed 0300pm-0520pm	40	TBD		

start | Internet Explorer | Course Offering Submitter | Microsoft PowerPoint | Mozilla Firefox | 4:21 PM

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.

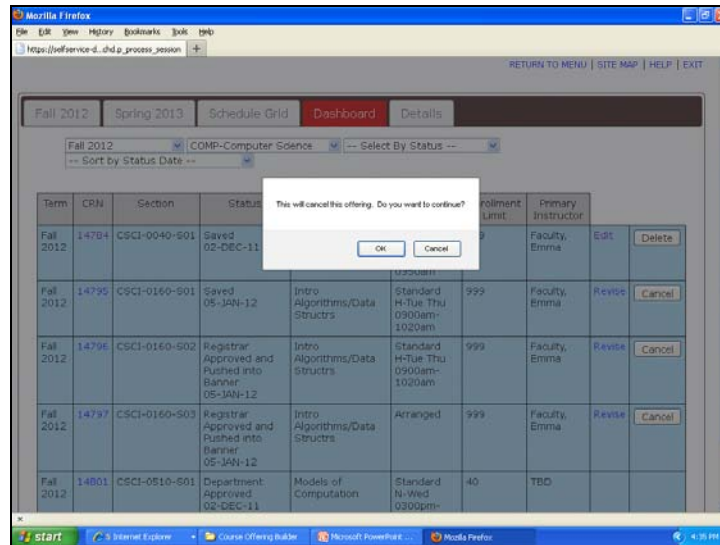
Slide 23

The screenshot shows the Moodle Frontpage interface. At the top, there are navigation tabs: 'Fall 2012', 'Spring 2013', 'Schedule Grid', 'Dashboard' (highlighted in red), and 'Details'. Below these tabs, there are dropdown menus for 'Fall 2012', 'COMP-Computer Science', and 'Select By Status'. A 'Sort by Status Date' dropdown is also present. The main content area displays a table of course offerings for Fall 2012. The table has columns for Term, CRN, Section, Status, Short Title, Meeting Time, Enrollment Limit, and Primary Instructor. The first four rows show courses with 'Saved' status, and the fifth row shows a course with 'Department Approved' status. The last row has a 'Cancel' button next to the 'Revise' button.

Term	CRN	Section	Status	Short Title	Meeting Time	Enrollment Limit	Primary Instructor		
Fall 2012	14704	CSCI-0040-S01	Saved 02-DEC-11	Intro Sci Computing/Prob Solving	Standard B-Mon Wed Fri 0900am-0950am	999	Faculty, Emma	Edit	Delete
Fall 2012	14795	CSCI-0160-S01	Saved 05-JAN-12	Intro Algorithms/Data Strucrs	Standard H-Tue Thu 0900am-1020am	999	Faculty, Emma	Revise	Cancel
Fall 2012	14795	CSCI-0160-S02	Registrar: Approved and Pushed into Banner 05-JAN-12	Intro Algorithms/Data Strucrs	Standard H-Tue Thu 0900am-1020am	999	Faculty, Emma	Revise	Cancel
Fall 2012	14797	CSCI-0160-S03	Registrar: Approved and Pushed into Banner 05-JAN-12	Intro Algorithms/Data Strucrs	Arranged	999	Faculty, Emma	Revise	Cancel
Fall 2012	14801	CSCI-0510-S01	Department Approved 02-DEC-11	Models of Computation	Standard N-Wed 0300pm-	40	TBD		

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.

Slide 24



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

Approve	Term	CRN	Section	Status	Short Title	Meeting Time	Enrollment Limit	Primary Instructor		
<input type="checkbox"/>	Fall 2012	14784	CSCI-0040-S01	Saved 02-DEC-11	Intro Sd Computing/Prob Solving	Standard 8-Mon Wed Fri 0900am-0950am	999	Faculty, Emma	Edit	Delete
<input type="checkbox"/>	Fall 2012	14795	CSCI-0160-S01	Saved 05-JAN-12	Intro Algorithms/Data Structrs	Standard H-Tue Thu 0900am-1020am	999	Faculty, Emma	Revise	Cancel
<input checked="" type="checkbox"/>	Fall 2012	14796	CSCI-0160-S02	Cancelled 05-JAN-12	Intro Algorithms/Data Structrs	Standard H-Tue Thu 0900am-1020am	999	Faculty, Emma	Revive	
<input type="checkbox"/>	Fall 2012	14797	CSCI-0160-S03	Registrar Approved and Pushed into Banner 05-JAN-12	Intro Algorithms/Data Structrs	Arranged	999	Faculty, Emma	Revise	Cancel
<input type="checkbox"/>	Fall 2012	14801	CSCI-0510-S01	Department Approved 02-DEC-11	Models of Computation	Standard N-Wed 0300pm-0520pm	40	TBD		

Approve

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.

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Approve	Term	CRN	Section	Status	Short Title	Meeting Time	Enrollment Limit	Primary Instructor		
<input type="checkbox"/>	Fall 2012	14784	CSCI-0040-S01	Saved 02-DEC-11	Intro So Computing/Prob Solving	Standard B-Mon Wed Fri 0900am-0950am	999	Faculty, Emma	Edit	Delete
<input type="checkbox"/>	Fall 2012	14795	CSCI-0160-S01	Saved 05-JAN-12	Intro Algorithms/Data Structs	Standard H-Tue Thu 0900am-1020am	999	Faculty, Emma	Revise	Cancel
<input type="checkbox"/>	Fall 2012	14796	CSCI-0160-S02	Registrar Approved Cancel and Pushed into Banner 05-JAN-12	Intro Algorithms/Data Structs	Standard H-Tue Thu 0900am-1020am	999	Faculty, Emma		
<input type="checkbox"/>	Fall 2012	14797	CSCI-0160-S03	Registrar Approved Cancel and Pushed into Banner 05-JAN-12	Intro Algorithms/Data Structs	Arranged	999	Faculty, Emma	Revise	Cancel
<input type="checkbox"/>	Fall 2012	14801	CSCI-0510-S01	Department Approved 02-DEC-11	Models of Computation	Standard N-Wed 0300pm-0520pm	40	TBD		

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.