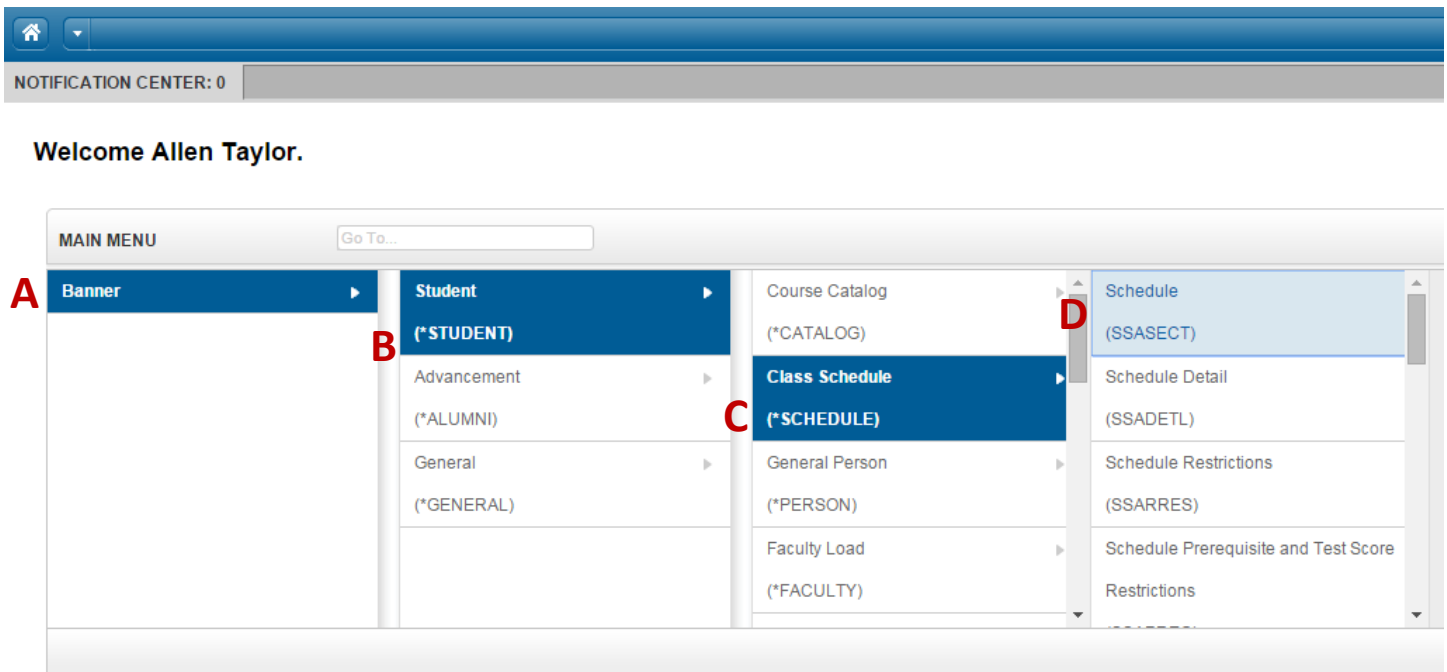


## Banner XE – Changing a Course Title

**NOTE:** Titles should not be changed except for provisional, experimental, or special topics courses.

1. Access the **Banner XE Student Class Schedule** link under Production Instance Links on the Banner Links website (<http://www.lehigh.edu/go/bannerlinks>). You will have to authenticate to view the website. Banner XE is not dependent on any particular browser or operating system so use whichever you prefer.
2. Login to **Banner XE Student Class Schedule** with your credentials (the ones you would use to access your computer or Lehigh email). You'll see the new Banner XE interface. If you have not reviewed the Banner XE Navigation Overview document, you are encouraged to do so prior to proceeding with this instructional document.
3. You'll be changing the title of a section in two locations. The first title we'll change will be the short title on Schedule (SSASECT). Click on:
  - A. Banner
  - B. Student (\*STUDENT)
  - C. Class Schedule (\*SCHEDULE)
  - D. Schedule (SSASECT)



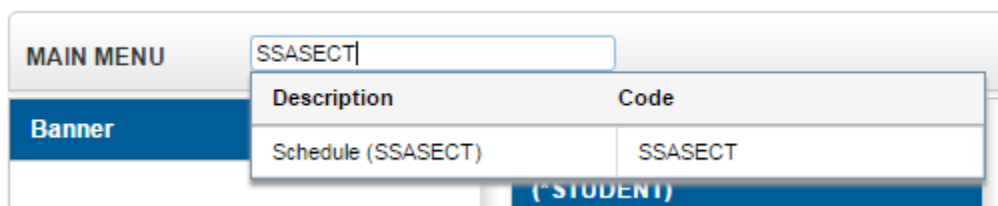
NOTIFICATION CENTER: 0

Welcome Allen Taylor.

MAIN MENU

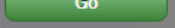
- A** Banner
  - B** Student (\*STUDENT)
    - Course Catalog (\*CATALOG)
    - C** Class Schedule (\*SCHEDULE)
      - D** Schedule (SSASECT)
      - Schedule Detail (SSADETL)
      - Schedule Restrictions (SSARRES)
      - Schedule Prerequisite and Test Score Restrictions
    - General Person (\*PERSON)
    - Faculty Load (\*FACULTY)
  - Advancement (\*ALUMNI)
  - General (\*GENERAL)

**OR** you can also type the name of the form (SSASECT or Schedule) into the Go To box on the MAIN MENU bar for quick access.



MAIN MENU

Description	Code
Schedule (SSASECT)	SSASECT

4. Enter the term and CRN of the section you wish to modify and click Go. 
5. Under Course Section Information, you can change the short title of the course. Short titles are limited to 30 characters.

Term: 201640 2016 Fall Semester    CRN: 43657    Subject: AAS    Course: 096

Course Section Information	Section Enrollment Information	Meeting Times & Locations
<b>Section Detail Information</b>		
Subject:	AAS      Africana Studies	
Course Number:	096	
Title:	Miscellaneous	

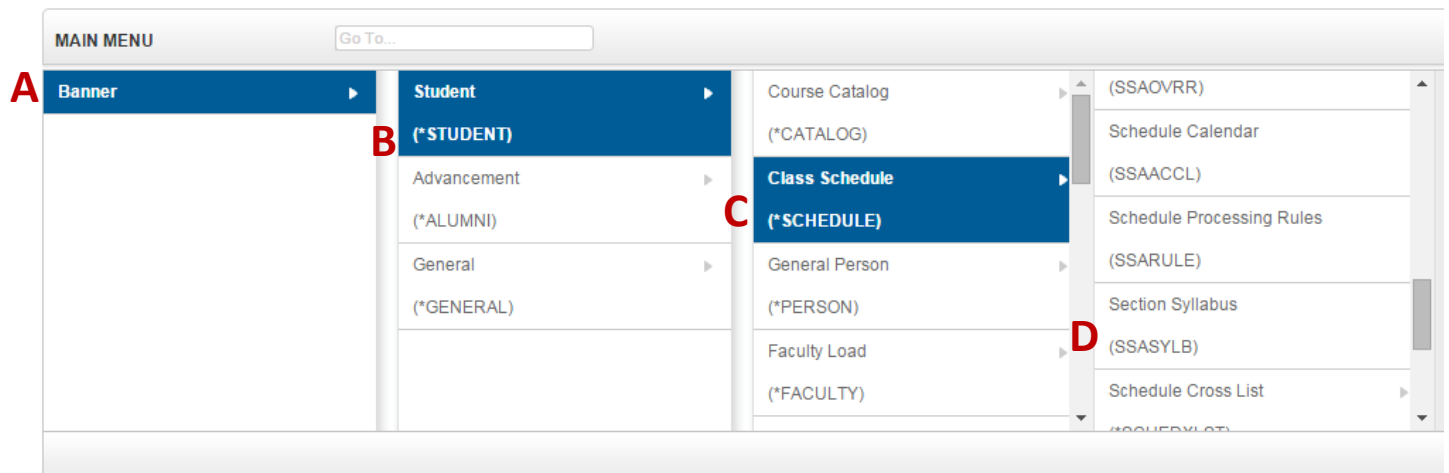
6. Once you've finished changing the short title, be sure to save your changes using the Save button in the bottom, right corner. Since every course should also have a long title, we'll also need to adjust the long title of the course.
7. Go back to the main Banner menu by using the Home Button in the upper left corner or navigate using the breadcrumb trail at the top.



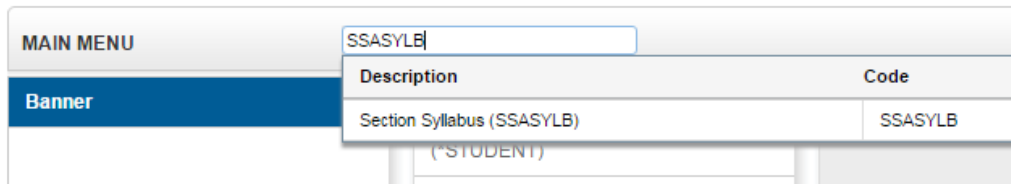
8. You'll be changing the long title on Section Syllabus (SSASYLB). Click on:
  - A. Banner
  - B. Student (\*STUDENT)
  - C. Class Schedule (\*SCHEDULE)
  - D. Section Syllabus (SSASYLB)



Welcome Allen Taylor.



OR you can also type the name of the form (SSASECT or Schedule) into the Go To box on the MAIN MENU bar for quick access.



The screenshot shows a 'MAIN MENU' bar with a search box containing 'SSASYLB'. A dropdown menu is open, displaying a table with the following data:

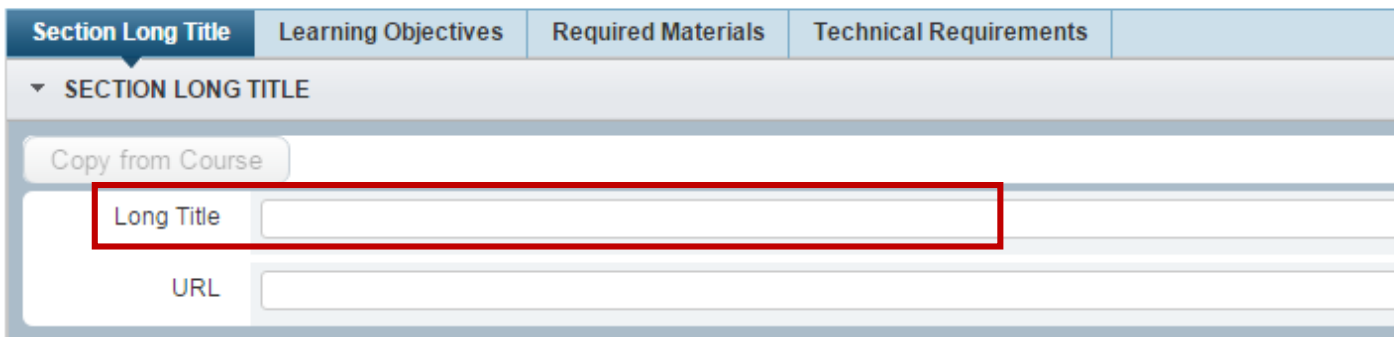
Description	Code
Section Syllabus (SSASYLB) (*STUDENT)	SSASYLB

9. Enter the term and CRN of the section you wish to modify and click Go.



10. Under Section Long Title, enter the long title of the course. Long titles are limited to 100 characters.


Term: 201640 2016 Fall Semester    CRN: 43657    Subject: AAS    Course: 096    Title: Miscellaneous



The screenshot shows the Banner XE interface with the 'Section Long Title' tab selected. Below the tabs, there is a 'SECTION LONG TITLE' section with a 'Copy from Course' button and two input fields: 'Long Title' (highlighted with a red box) and 'URL'.

11. Once you've finished changing the long title, be sure to save your changes using the Save button in the bottom, right corner.

## Congratulations!

You've successfully changed the short and long titles of a course. Explore the other Banner XE guides to learn how to add section text, cross-listings, or inactivate an existing section or click the Start Over button  near the top to change the short or long title of another section.