

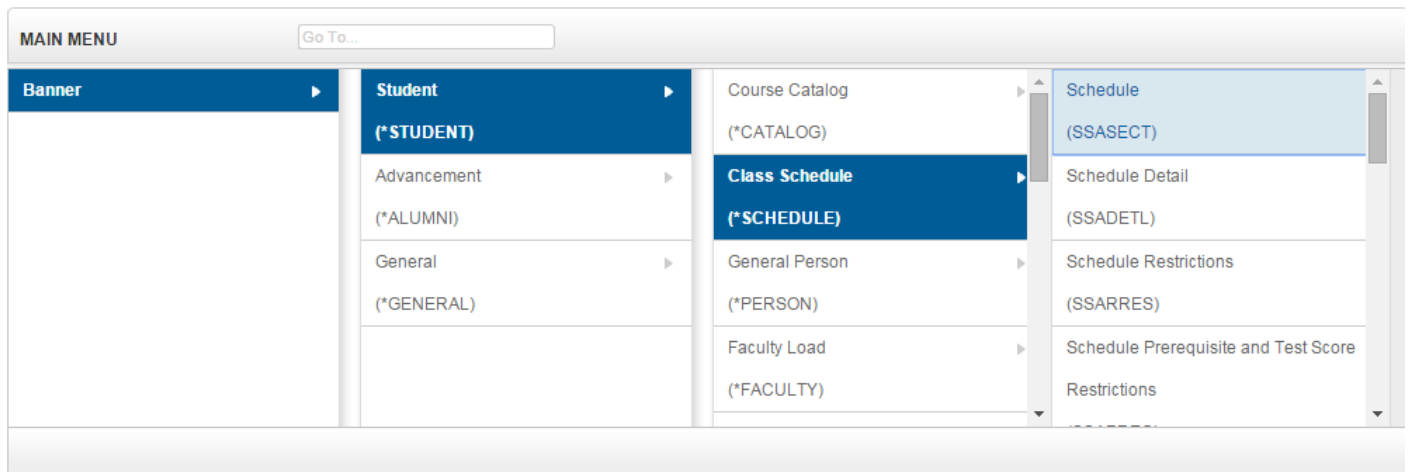


Banner XE – Adding a Meeting Pattern

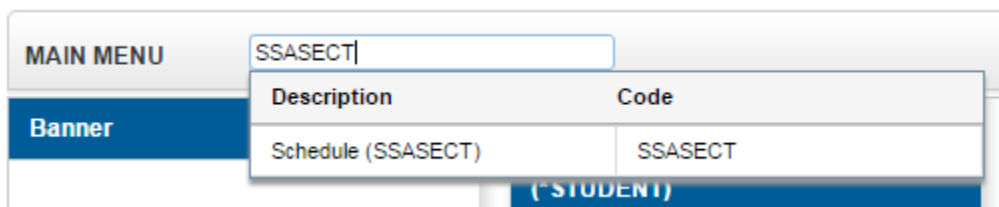
1. Access the **Banner XE Student Class Schedule** link under Production Instance Links on the Banner Links website (<http://www.lehigh.edu/go/bannerlinks>). You will have to authenticate to view the website. Banner XE is not dependent on any particular browser or operating system so use whichever you 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 adding a meeting pattern (days/times) to a section on SSASECT. Click on:
 - A. Banner
 - B. Student (*STUDENT)
 - C. Class Schedule (*SCHEDULE)
 - D. Schedule (SSASECT)



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.



- Enter the CRN of the section you wish to modify and click Go.
- Click Meeting Times and Instructor in the menu.



Term: 201610 2016 Spring Semester CRN: 14396 Subject: ENGL Course: 312 Title: Literary & Cultural Theory

Course Section Information Section Enrollment Information **Meeting Times and Instructor** Section Preferences

- On the Meeting Times and Instructor form, under MEETING TIMES, you'll add the meeting time(s) for the section. Click Insert to add a new meeting pattern (either Insert button will work).

MEETING TIMES + Insert - Delete Copy Filter

View Building/Room Schedule

Meeting Dates							
Meeting Time	Meeting Type	Start Date	End Date	Monday	Tuesday	Wednesday	Thursday
No Records to Display							
+ Insert							

- The first line will default in with a Meeting Type of CLAS. This meeting type is used for the primary meeting days/time for the course. Subsequent meeting patterns use CMT1, CMT2, or CMT3. The Start Date and End Date will auto populate for the section (based upon part of term dates) when you tab or click through those columns. Check the boxes for the appropriate days of the week the section will meet and enter a start and end time for the course. **NOTE:** Banner uses military time so add 12 to time for PM start or end times. (e.g. 1:00 PM = 13:00)

MEETING TIMES + Insert - Delete Copy Filter

View Building/Room Schedule

Meeting Time	Meeting Type *	Start Date *	End Date *	Monday	Tuesday	Wednesday
	CLAS	01/25/2016	05/18/2016	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
+ Insert						

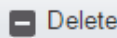
MEETING TIMES + Insert - Delete Copy Filter

View Building/Room Schedule

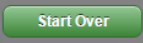
Meeting Dates

Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13:10	14:00	01
+ Insert						

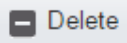
- To add additional meeting patterns, insert another line and repeat step 7. To delete a meeting pattern that was entered incorrectly, highlight the line and click the Delete button.
- Once you've finished adding meeting patterns, be sure to save your changes using the Save button in the bottom, right corner.



Congratulations!

You've successfully added a meeting pattern to a course. Explore the other Banner XE guides to learn how to add instructors, section text, or cross-listings or click the Start Over button  near the top to add meeting patterns to another section.

Banner XE – Modifying a Meeting Pattern

1. Follow steps 1-5 in this guide to access the Meeting Times and Instructor menu on Schedule (SSASECT).
2. Existing meeting patterns can be changed without completely removing them. Simply change the value that you need to you adjust.
3. If you need to completely remove a meeting pattern and no instructors exist on the section yet, highlight the incorrect meeting pattern line and click the Delete button. 
4. If you need to remove a meeting pattern for a section that already has instructors assigned, you must first delete the instructor(s) before you can remove the meeting pattern. Highlight the line with the instructor and click the Delete button in the Instructor section of the form. Now, you can proceed with deleting the meeting pattern as described in step 3 above.