

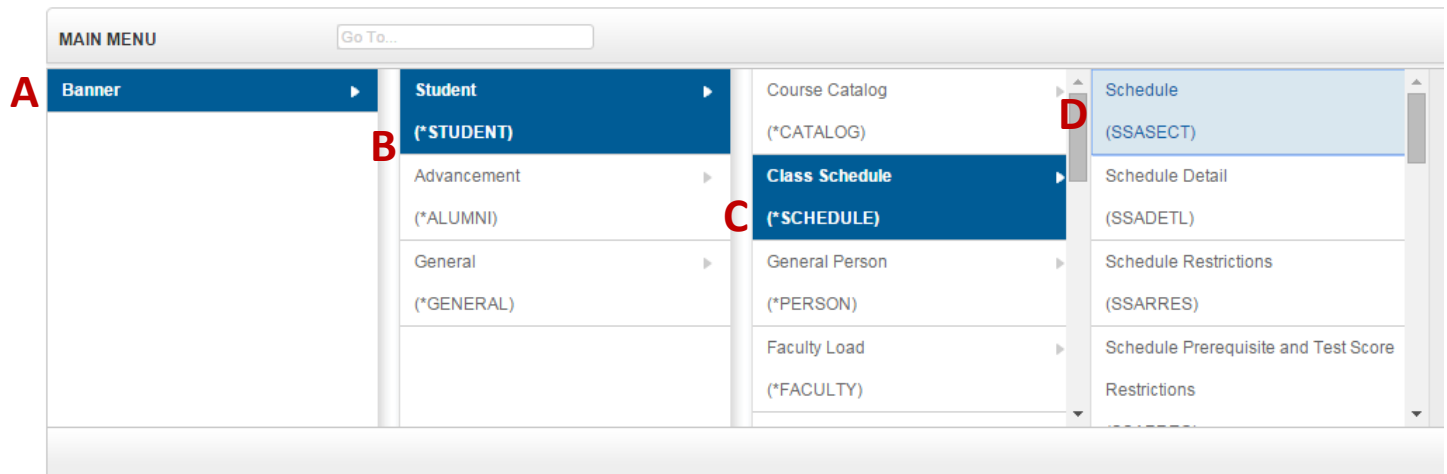


Banner XE – Adding Room Scheduling Attributes

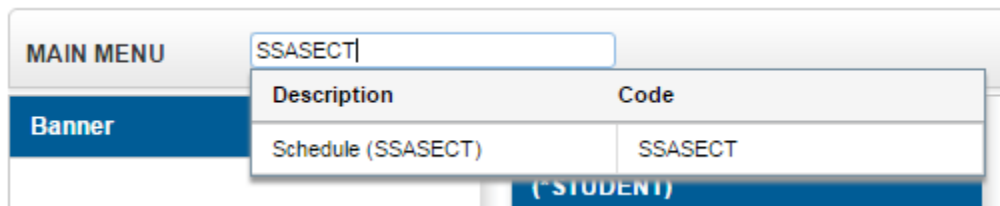
1. Access the **Banner XE Student Class Schedule** link under Production Instance Links on the Banner Links website (<http://www.lehigh.edu/go/bannerlinks>). You will have to authenticate to view the website. Banner XE is not dependent on any particular browser or operating system so use whichever you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

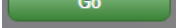


Welcome Allen Taylor.



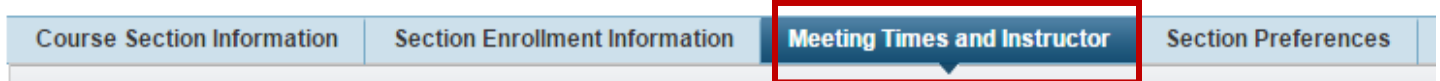
OR you can also type the name of the form (SSASECT or Schedule) into the Go To box on the MAIN MENU bar for quick access.



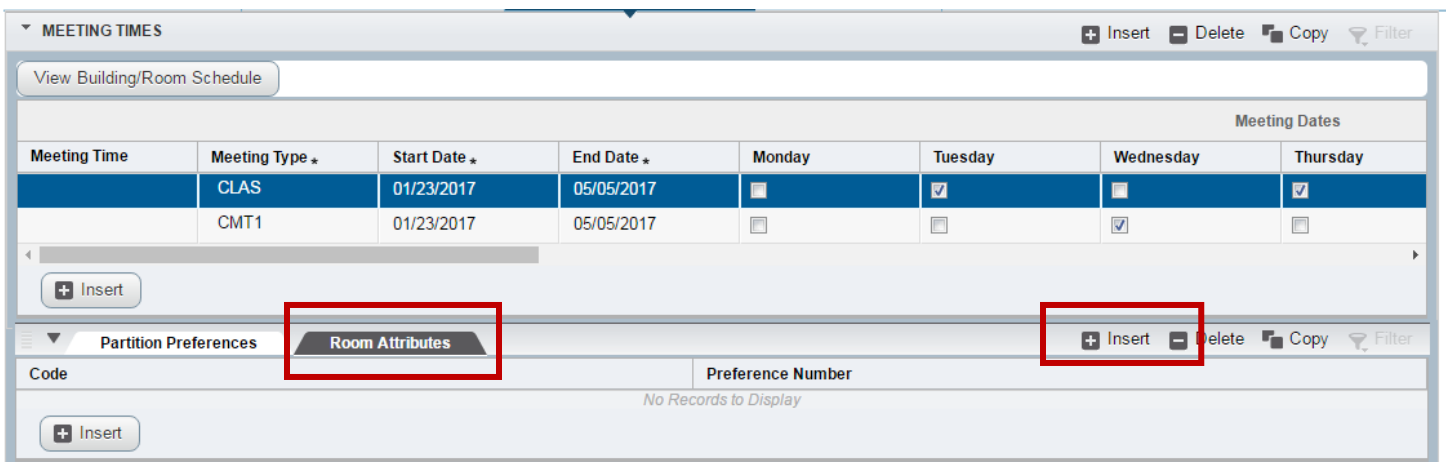
4. Enter the CRN of the section you wish to modify and click Go. 
5. There are two ways classrooms are scheduled for course sections. Both options are detailed below.
 - a. [Registrar scheduled classrooms](#)—used by departments to schedule sections when the department does not own the classroom. This option will use room attributes to notify the Registrar’s Office of your classroom scheduling needs.
 - b. [Department owned classrooms that are not Registrar scheduled classrooms](#)—used when a department owns the classroom in which they wish to schedule a class. Departments using this option will not enter any room attributes and will instead enter their chosen department owned room directly into Banner XE.

Registrar Scheduled Classrooms


1. Click Meeting Times and Instructor in the menu.

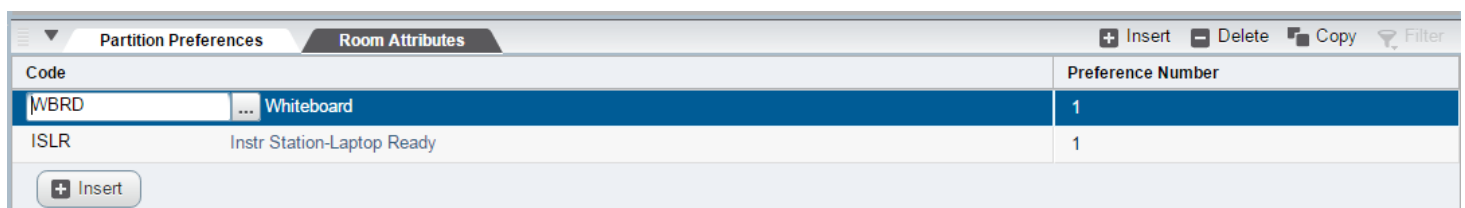


2. On the Meeting Times and Instructor form, under the Room Attributes tab, you’ll add your room scheduling requirement(s) for the meeting patterns for the section. Click Insert to add a new Room Attribute code (either Insert button will work). The room scheduling requirement(s) you’re adding will correspond to whichever meeting a pattern (e.g. CLAS, CMT1, etc.) that you’ve selected under MEETING TIMES.




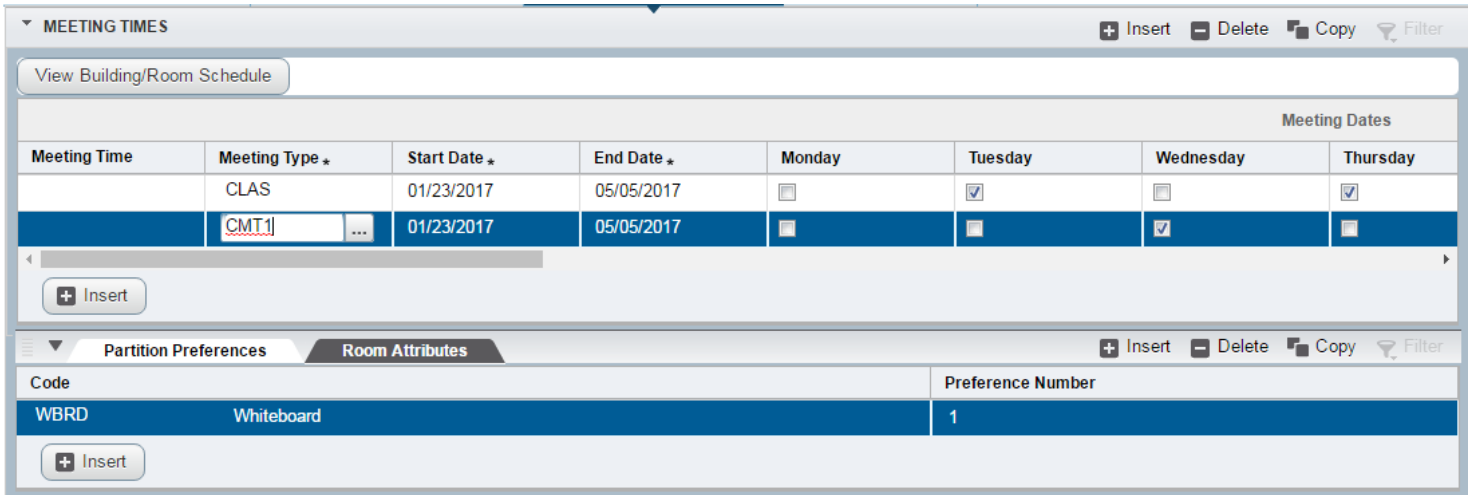
In this example, I’m assigning room preferences to the CLAS meeting pattern.

3. Enter the code(s) that correspond to your room scheduling needs. You should only enter codes for classroom characteristics that are required for the course (e.g. if you need a blackboard or a whiteboard but don’t have a preference, you don’t need to enter both codes. Entering both codes will result in attempts to schedule the section in a classroom with both a blackboard and a whiteboard). If you do not know the room attribute codes, you can use the Look-up button  to search for the code. Enter “1” for the Room Preference Number. A complete list of valid codes is available in Appendix A on page 5 of this document. **NOTE:** Room attribute codes are shared throughout Banner. Only the codes in Appendix A are valid for classroom scheduling needs.



This is an example of a CLAS meeting pattern that needs a whiteboard and an instructor station that is laptop ready in the classroom.

- To add additional room attributes, insert another line and repeat step 3. To delete a room attribute that was entered incorrectly, highlight the line and click the Delete button.  Delete If you'd like to add room scheduling preferences to another meeting pattern, you'll need to select that meeting type first.



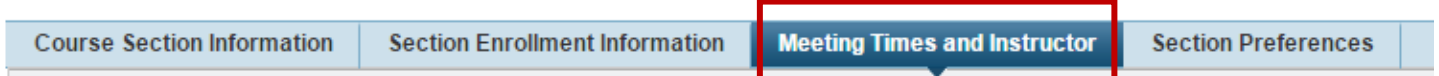
The screenshot shows the 'MEETING TIMES' section of a software interface. It features a table with columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week (Monday through Thursday). The first row shows 'CLAS' meeting type from 01/23/2017 to 05/05/2017, with checkboxes for Tuesday, Wednesday, and Thursday. The second row shows 'CMT1' meeting type with the same dates, with checkboxes for Monday, Tuesday, and Wednesday. Below the table is an 'Insert' button. Underneath is the 'Room Attributes' section, which has a table with columns for Code and Preference Number. The first row shows 'WBRD' (Whiteboard) with a preference number of '1'. There is also an 'Insert' button for room attributes.

This is an example of a CMT1 meeting pattern that needs a whiteboard in the classroom.


- Once you've finished adding room attributes, be sure to save your changes using the Save button in the bottom, right corner.
NOTE: If you have specific room scheduling requests that you feel cannot be addressed using the room attributes (e.g. your departmental courses normally meet on Mountaintop campus but you'd like to teach this particular section on the Asa Packer campus, email Carol Bene at cbe205@lehigh.edu with your request).

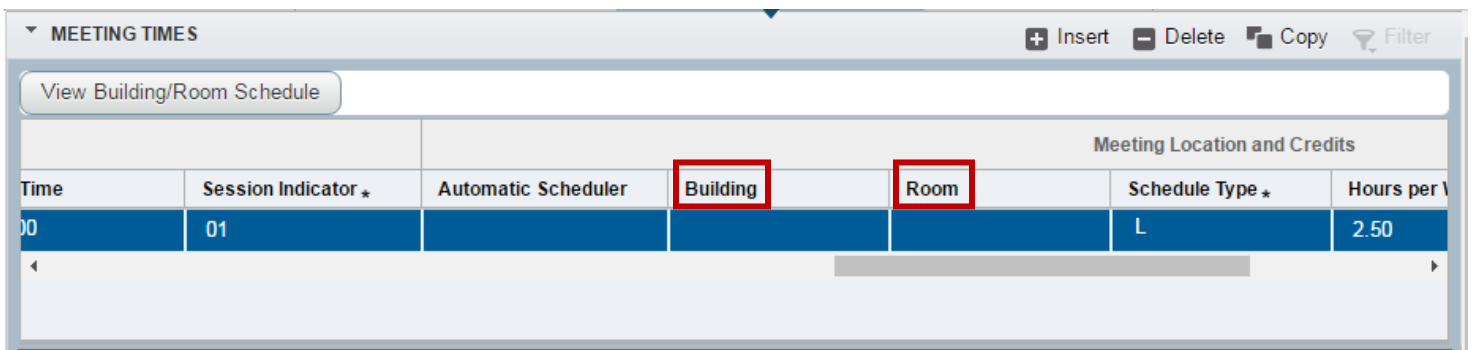
Department Owned Classrooms

- Click Meeting Times and Instructor in the menu.



The screenshot shows a horizontal menu bar with four items: 'Course Section Information', 'Section Enrollment Information', 'Meeting Times and Instructor', and 'Section Preferences'. The 'Meeting Times and Instructor' item is highlighted with a red rectangular box.

- On the Meeting Times and Instructor form, under MEETING TIMES, you'll add your department owned classrooms for the section. Classrooms are assigned to each specific meeting pattern by building and room. Once you've established your meeting patterns, scroll to the right until you see the Building and Room columns under Meeting Location and Credits. Type the building code and room number you want to assign. If you do not know the building code, you can use the Look-up button  to search for the code.



The screenshot shows the 'MEETING TIMES' section of the software interface. It features a table with columns for Time, Session Indicator, Automatic Scheduler, Building, Room, Schedule Type, and Hours per Week. The first row shows '00' for Time, '01' for Session Indicator, and 'L' for Schedule Type, with a value of '2.50' for Hours per Week. The 'Building' and 'Room' columns are highlighted with red rectangular boxes. There is a 'View Building/Room Schedule' button at the top left of the table area.

You will need to enter a building and room for each meeting pattern for the section.

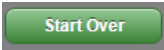
MEETING TIMES						+ Insert	- Delete	Copy	Filter
View Building/Room Schedule						Meeting Location and Credits			
End Time	Session Indicator *	Automatic Scheduler	Building	Room	Schedule Type *				
10:00	01		NV	001	J				
16:00	02		ST	180	J				

This is an example of a section that has two meeting patterns. Both have a classroom assigned.

- To remove a building or room incorrectly assigned, simply delete the data from the column using your keyboard backspace or delete key (this is not the same as using the Delete button in Banner XE which will delete your entire meeting pattern).

Congratulations!

You've successfully added room scheduling attributes to or directly entered your classrooms on a section. 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 add room scheduling attributes to or directly enter classrooms on another section.

Appendix A – Room Scheduling Attribute Codes

Status Code	Description of Use
BBRD	Blackboard—used to indicate that the faculty teaching the course would prefer a blackboard instead of a whiteboard in the classroom. Should only be used with WBRD when the instructor would like both.
CLAB	Computer Lab—used to indicate that the normal layout for the room is a computer lab.
DOC	Document Camera—used to indicate a document camera is required in addition to other requested technology.
DVD	DVD Player—used to indicate a DVD player is required in addition to other requested technology.
HNDC	Handicap Accessible—used indicate that the classroom must be handicap accessible.
HRSE	Horseshoe Shape Classroom—used to indicate that the normal layout of the classroom desks or tables is horseshoe shaped.
ISLR	Instructor Station-Laptop Ready—used to indicate that a projector is required but the instructor plans to bring a laptop for his/her computer needs.
ISCP	Instructor Station w/ Computer—used to indicate that the instructor station has a computer and a projector.
LBB	Large Blackboard Space—used to indicate that the instructor teaching the course needs a large blackboard space. This should not be used in conjunction with BBRD.
LEC	Auditorium/Lecture Hall—used to indicate the normal layout for the room is a large auditorium/lecture hall.
MCHR	Movable Chairs—used to indicate that the classroom should have moveable chairs (but not necessarily moveable tables or desks).
MTBL	Movable Tables—used to indicate that the classroom should have moveable tables.
PERD	Periodic Table—used to indicate that the classroom should have a large, wall mounted periodic table in the room.
SEM	Seminar Room—used to indicate that the normal layout for the room is a centralized seminar table.
TTOP	Table Tops—used to indicate that the instructor prefers table tops over desks.
TIER	Tiered Classroom—used to indicate that the instructor prefers a tiered classroom.
WBRD	Whiteboard—used to indicate that the instructor prefers a whiteboard instead of a blackboard in the classroom. Should only be used in conjunction with BBRD when the instructor would like both.