



## Banner XE – Adding Section Text

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 section text to a section on Section Comment (SSATEXT). Click on:
  - A. Banner
  - B. Student (\*STUDENT)
  - C. Class Schedule (\*SCHEDULE)
  - D. Section Comment (SSATEXT)

NOTIFICATION CENTER: 0

Welcome Allen Taylor.

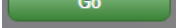
MAIN MENU


<b>Banner</b>	<b>Student (*STUDENT)</b>	Course Catalog (*CATALOG)	Restrictions (SSAPREQ)
	Advancement (*ALUMNI)	<b>Class Schedule (*SCHEDULE)</b>	Schedule Labor Distribution (SSACLBD)
	General (*GENERAL)	General Person (*PERSON)	Section Comment (SSATEXT)
		Faculty Load (*FACULTY)	Section Web Controls (SSAWSEC)

**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
Section Comment (SSATEXT)	SSATEXT

4. Enter the CRN of the section you wish to modify and click Go. 
5. There are two options—Text and Narrative Text. Text is intended for shorter section messages and will be printed in the online PDF version of the Schedule of Classes. As such, each line is limited to 60 characters. Narrative Text is intended for longer section text such as a section description for a provisional course.


Term: 2016102016 Spring Semester    CRN: 10001    Subject: CHM    Course: 031    Title: CHM Equil In Aqueous Sys    

**Text**    Narrative Text

SECTION TEXT     Insert     Delete     Copy     Filter

Text





No Records to Display

 Insert


Re-Sequence Text

6. To add Text, click Insert (either Insert button will work). Type your text in the box. To add another line, click Insert again.

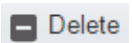
**Text**    Narrative Text

SECTION TEXT     Insert     Delete     Copy     Filter





Text

 Insert

Re-Sequence Text


7. To delete a line of text that was entered incorrectly, click on the line and click the Delete button. 
8. To add Narrative Text, choose Narrative Text from the menu and enter your text in the box.

**Text**    **Narrative Text**

SECTION LONG TEXT     Insert     Delete     Copy     Filter

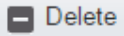
9. Once you've finished adding section text, be sure to save your changes using the Save button in the bottom, right corner.

## Congratulations!

You've successfully added section text to a course. Explore the other Banner XE guides to learn how to add cross-listings or inactivate an existing section or click the Start Over button  near the top to add section text to another section.

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## Banner XE – Modifying Section Text

1. Follow steps 1-5 in this guide to access the Section Text (SSATEXT) form.
2. You can edit both Text and Narrative Text directly on the form.
3. To remove Text or Narrative Text completely, click on the line of text and click the Delete button. 
4. Once you've finished modifying section text, be sure to save your changes using the Save button in the bottom, right corner.