

Fall 2020 Schedule Remix – The Banner Edit

AFTER “DANCING IN THE (SPREAD)SHEETS”, YOU CAN NOW “MOVE ALONG” AND “WORK IT” AS WE “HELP!” YOU WITH ALL OF THE CHANGES MADE WHILE THINGS ARE “STOP(PED)” FOR THIS “ONE MOMENT IN TIME”.

Just Keep Me Moving – From Spreadsheet to Banner

- ▶ Starting tomorrow, you can make all of your changes in Banner
- ▶ All of your changes in Banner should be completed during the registration freeze
- ▶ This process should not involve contacting students with every section change. They have been instructed to check back in August to view their new schedules.
- ▶ Most changes will NOT require students to be dropped and re-added.
- ▶ Changes to sections made should be based on what your dept submitted to the keepteaching email. If you need those spreadsheets, please contact us.

Hey Hey What Can I Do? – Where to Start

- ▶ To get all of your data, you should pull together the spreadsheets your dept. submitted to the keepteaching email.
- ▶ From the Phase I spreadsheet, you should filter that list by sections where you indicated the sections were going completely online. Those will require the minimum of a schedule type change. They may also include putting back in the meeting row for those going synchronous.
- ▶ All other sections from that sheet carried over to Phase II. From the Phase II sheet, you may have schedule type changes, meeting row changes and section text to add. Our office will be making sure departmental space is correct as you have listed it and will also work on requests for general space.
- ▶ **Please do NOT resubmit new spreadsheet versions to keepteaching, or contact us via IM about changes.** If you have changes from the spreadsheets you need to make in regards to needing a classroom (or not needing one because the section will be online), those need to be emailed to fms-courses@illinois.edu. Those emails will be late requests, which will be processed after all spreadsheets are completed.

Step by Step – Banner Schedule Changes

- ▶ Once the registration freeze begins, we ask that you make your Banner changes in the following order:
 - ▶ Any sections needing a general assignment classroom that you know will be changing meeting days/times. We will need those changed first to give you best availability of space. **It is helpful to have those done no later than Wed., July 15.**
 - ▶ Any sections in departmental spaces that you know will be changing meeting days/times. We will need that to do the data entry required in ASTRA. **It is helpful to have those done by Friday, July 18.**
 - ▶ Sections moving completely online. Please change those sections to reflect online course delivery.
 - ▶ All other changes.

Reach Out (It'll Be There) – Room Assignments and Information

- ▶ While you are working through these Banner changes, FMS will be assigning and/or re-assigning classrooms to those sections that wish to remain in person. We will be updating our progress online on our modified [Fall 2020 Information page](#).
- ▶ Classroom capacities based on the updated general classroom distance spacing information can be found at that same link. Those will not be uploaded until mid-week the week of July 13 and will be updated as we receive updated information from depts. and F&S.
- ▶ If you do not know the capacities of your dept. classrooms or lab spaces, please reach out to your facility manager. If you do not know the capacities for other spaces (like external computer labs), reach out directly to that stakeholder.

Gimme More – Added Online Schedule Types

- ▶ For the majority of sections 50+ and other sections that will be moving to a **completely** online course delivery, a schedule type change will be required. *This process does not require registered students to be dropped.*
- ▶ We have four online schedule types now available on all courses. Typically, you should use those with an * if there are multiple schedule types and you are trying to provide clarity.
 - ▶ ONL – online (all other online delivery type categories)
 - ▶ *OLC – online lecture
 - ▶ *OLB – online lab
 - ▶ *OD – online discussion (they did not want *anyone* to feel OLD)
 - ▶ To avoid duplicate registration errors, we can add mock online types for the ONL schedule type only. If you need mock schedule types, email fms-courses@illinois.edu before you start.

Stand and Deliver – Hybrid Course Delivery

- ▶ There are several ways sections may be taught in a hybrid fashion:
 - ▶ Distributed attendance – These are the sections where **all** students are expected to appear in-person on a regular rotation throughout the term (rotation pattern to be determined by the instructor and the room size)
 - ▶ Partial remote attendance – These are the sections where a specific group of students will **always** attend classes in-person and some students will **always** attend classes remotely.
 - ▶ Both of the above – This is when the subset of students always attending in-person will need to be rotated to accommodate the room capacity while other students attend all sessions remotely.

Oooh Aaah, Just A Little Bit – Distributed Attendance

- ▶ For those using distributed attendance, you will **not** need to create separate CRNs to differentiate individualized student meeting patterns.
- ▶ The meeting pattern is up to the instructor to determine but the total number of students (plus any additional TA's or staff attending) cannot exceed the room capacity.
- ▶ To help students, you must include the following in SSATEXT:
“This section will have distributed classroom attendance with supplemental instruction. You will receive an email from our department with specific attendance directives.”

Separate Ways – Partial Remote Attendance

- ▶ If you have sections that will be utilizing remote partial attendance, it will be important that the students attending class in-person and the students attending remotely/online are placed in unique CRNs.
- ▶ This will require you to either re-use (when possible) or make a second CRN. You would use the current CRN for the in-person students/meeting and then construct the second CRN to reflect the remote section.
- ▶ We want you to use the current CRN for in-person sections so that students already registered are placed automatically in the in-person section. The students will be able to move to the online section based on their individual circumstances.
- ▶ Please remember to use SSASECQ or the [Online Condensed Catalog App](#) to search for CRNs to re-use.

Always Second Best, Different from the Rest? – Points on the added CRN

- ▶ The in-person CRN should have the projected enrollment changed to your requested in-person attendance (for space consideration)
- ▶ The second CRN should reflect the online course delivery and be similar to the first. Things to look out for in terms of possible differences:
 - ▶ Schedule type should be either OLB, OLC, OD or ONL
 - ▶ Max and projected enrollment can be set as you wish. They are not limited by room size (obviously).
 - ▶ The meeting row *may* not match up with the original CRN. If the classes are simulcast live, then the meeting row days/times should match. If the classes are recorded and posted later, then the meeting row should not have the days/times listed.
- ▶ For partial remote hybrid delivery, we will not be cross-listing the in-person CRN with the online CRN. Make sure you keep track of which sections go together (using similar Section ID's might be the easiest way!)

Didn't We Almost Have It All? – Those in the “Both” category

- ▶ For those sections that have both distributed and partial remote attendance, you need to make sure you follow the instructions for building the second CRN from the partial remote information (Slides 9 and 10).
- ▶ In addition, you will need to add the SSATEXT to the original CRN that you are using for the distributed in-person section (refer to slide 8):
“This section will have distributed classroom attendance with supplemental instruction. You will receive an email from our department with specific attendance directives.”

Wind of Change – Schedule Type Changes

- ▶ To change a schedule type, you will need to do the following:
 1. Take note of the instructor info: UIN/primary/percentage. Remove instructor(s) using the “Delete” button in BANNER. SAVE.
 2. If the section will keep set meeting days/times, take note of the meeting row and the automatic scheduler (whether it has a 1F or not). Remove meeting row(s) using the “Delete” button in BANNER. SAVE.
 3. Change schedule type on first page of SSASECT. SAVE. (Reminder, online options OLB, OLC, OD and ONL are available for any section.)
 4. Add meeting row(s) back on.
 - ▶ If there is still some set meeting pattern (online or in-person), you will add that back in. For any meeting rows with days/times, the “Hours per Week” will fill in automatically.
 - ▶ If this is an in-person section with a set meeting pattern that had the 1F in the automatic scheduler, be sure to put that back in. Sections without a meeting pattern or any online sections do not need this indicator.
 - ▶ If there are no days/times on a meeting row, you will need to tab through the start and end dates *and* you will need to enter the “Hours per Week” manually. SAVE.
 5. Add instructor(s) back on. SAVE.

Rolling by the River (or the Boneyard)– Fall Term Roll to 2021

- ▶ As you start to work through Fall 2020 changes, please note that we **have** rolled Fall 20 to Fall 21. This will not only allow room assignments that would normally roll to be in place for Fall 2021, but it will not use up CRNs that may only be needed for this one fall term.
- ▶ Any changes you need to make for Fall 20 sections that will apply to all future terms will need to be made in Fall 20 and Fall 21. Best practice is to make them both one right after the other. *New sections made in both terms may not have the same CRN.*
- ▶ Changes that are only meant to serve as temporary due to the pandemic only need to be made in Fall 20.

The Difficult Kind – Other Banner Changes/Info

- ▶ Just a reminder that you may be asked to make other changes. Things to note:
 - ▶ **Please re-examine your course fees. Please email fms-catalog@illinois.edu by July 31 with fee reductions or removals.**
 - ▶ If you need to package a section, please refer to our website at <https://registrar.illinois.edu/wp-content/uploads/2020/07/Packaging.pdf>
 - ▶ Linking sections: We have resources on linking sections on our training site at <https://registrar.illinois.edu/wp-content/uploads/2020/05/Linking.pdf>
 - ▶ Unlinking sections: If a section will no longer be linked, make sure you delete ALL applicable Link IDs in SSASECT as well as all Link Connectors in SSADETL. Confirm you have the correct credit/billing, and that the “gradable” box is checked. Partial removal will result in registration errors, incorrect credit, and/or instructor not being able to assign a grade.
 - ▶ Contact fms-courses@illinois.edu before making changes to any XM-OL sections
 - ▶ There are two types of changes where you may request the assistance of registration services (registration@illinois.edu)
 - ▶ If you are asked to change Grade Mode or Credit Hours, you will need to drop and re-add currently registered students AFTER you make the changes in Banner.
 - ▶ If you are asked to change Part of Term, the students must be dropped BEFORE you can make that change in Banner.

How Soon is Now? – Timeline

Proposed Timeline Dates	Actions, Deadlines and Workflow
Saturday, July 11 – Sunday, August 2	Student Registration Freeze: Dept. schedulers make all Banner section changes
Saturday, July 11 – Sunday, August 2	FMS will re-evaluate and update room assignments, posting progress online
Monday, August 3	Student Registration Re-Opens
Monday, August 24	Start of Fall 2020 Instruction
????? (after a breather)	Spring 2021 Schedule Process Begins

Time After Time – Timing Issues

- ▶ We know that with the time crunch along with adjusted work schedules people may be making changes outside of business hours. Note that:
 - ▶ Course Explorer will be in Preview Mode during the registration freeze. You will need to login to access it.
 - ▶ Any Banner changes made after 11:59pm will not update in Course Explorer until after 2am the next morning (i.e a change at 1am Wednesday will not update in CE until 2am Thursday)
 - ▶ Any Banner changes made after 5:30pm will not update in ASTRA (for us to use for room assignments or data entry) until after 8am two days later (i.e. you make a change at 6pm Wednesday, it will not allow us to schedule a room until 8am Friday)

Because You're Awesome....

We know that this has been a “Wild, Wild Life” as we all navigate through this “Long and Winding Road” we have all been presented with over the past few months. Some days feel like “All or Nothing” and many go longer than “9 to 5”,

As a “Thank You” for all you do and before you decide to “Take This Job and Shove It”, we want to give you the chance to “Pump Up the Jam” and enjoy this playlist I have made on Spotify and YouTube with tunes to “Get Through This”

Playlist at [Spotify version](#) [YouTube version](#)

More songs added!!!

