

# Meeting Times & Instructor [SSASECT]

Please note the tab structure. Under the “Meeting Times and Instructor” tab, it starts at “Times and Instructors” and “Meeting Dates” tabs.

1. Tab through the Meeting Time, Meeting Type, Start Date, and End Date. The dates will auto-populate based on the Part of Term entered before in “Course Section Information”.

2. Click check boxes to select the days the section will meet.

3. The Start Time & End Time are in military time, always with exactly 4 digits, and with no colon.  
**Note:** After Start Time is entered, DON'T hit tab, as it will automatically move to End Time.

After End Time is entered, keep tabbing to get to the “Meeting Location and Credits” tab.

4. Enter the meeting location (Building & Room) here.

5. If Days & Times were entered, Hours per Week will auto-populate. If not, enter the approximate contact (face-to-face) hours here. BANNER will not save with this field blank.  
**Note:** Schedule Type & Session Credit Hours auto-populate.

**6. Now you can finally SAVE!**  
(button in bottom right corner, or type F10)!

7. Enter **the UIN** of the instructor here, and their name will auto-populate. **SAVE** again.  
**Note:** Searching by name is possible, but could return the wrong person (due to preferred name being different than legal name, or multiple people having the same name). The best practice is to always use a UIN, as this is a unique identifier.

If instructor is not in the system as an instructor, they can be added in SIAINST.

The screenshots show the Banner SSASECT interface for scheduling a section. The top screenshot displays the 'SCHEDULE' table with columns for Meeting Time, Meeting Type, Start Date, End Date, and days of the week. The bottom screenshot displays the 'MEETING LOCATION AND CREDITS' table with columns for Building, Room, Schedule Type, and Hours per Week. Red arrows point from the text instructions to the corresponding fields in the screenshots.

Meeting Time	Meeting Type	Start Date *	End Date *	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Start Time	End Time	Session Indicator *
	CLAS	08/27/2018	12/12/2018	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1100	1150	01

Automatic Scheduler	Building	Room	Schedule Type *	Hours per Week *	Override Indicator	Session Credit Hours	Partition Details	Room Attribute Details
1F	1MH	103	LEC	3.00	<input type="checkbox"/>	4.000	<input type="checkbox"/>	<input type="checkbox"/>

Session Indicator *	ID	Name	Instructional Workload	Percent of Responsibility	Primary Indicator	Override Indicator	Percent of Session
01		Lee, Hyeoun	0.000	100	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	100