

Section Info [SSATEXT]

The SSATEXT form is used to enter supplemental information about a section, such as additional meeting details, expectations, special topics to be covered, hybrid delivery, distributed attendance information, etc.). This supplemental text will be shown under “Section Info” in Course Explorer.

It can be accessed directly, or from the Related menu in SSASECT.

Do not use “Section Text” field that appears first.

Use only the “Section Long Text” field.

The “Section Long Text” always looks empty at first. Click in the blank space to see any text already entered.

To EDIT Text: Click on the pencil edit icon to open the editor box.

When done editing, click OK to close the editor box, then SAVE (or F10).

To REMOVE Text: Click on the Delete button just above the “Section Long Text” area.

Note: Using the backspace key will not remove the SSATEXT.