Procedure for Linking One Lecture to Multiple Lab Sections

Steve Reed and Kathy Herbert

September 2012

In order to operate more efficiently and streamline procedures, Steve Reed offered suggestions which Kathy Herbert tested in Banner. We had been required to set up lectures to labs with a 1:1 ratio. We can now link multiple labs to one lecture with a one way tie.

---

1. **Set up the one large lecture and separate lab sections using the SSASECT in INB.**

   - You may use number and letter combinations for lab sections which makes more sense from the student side when they are registering. For example:

   CHEM 111 section 1 lecture can have CHEM 111L sections 1A, 1B, 1C…labs

   CHEM 111 section 2 lecture can have CHEM 111L sections 2A, 2B, 2C… labs

   *Do not Cross List.

2. **Use SSADETL to link the lab to the lecture.** (see FIGURE 2)

- Enter Term and **LAB** CRN

- Next Block to "Co-requisites" enter the single **LECTURE** CRN

- Save and "roll back" to enter each lab section separately with the same lecture. Remember this is backwards from how we did this in the past. We are working from the Lab side and entering the Lecture in the "co-requisite" box. You will NOT double link from the Lecture side as you are tying multiple labs to the same lecture.
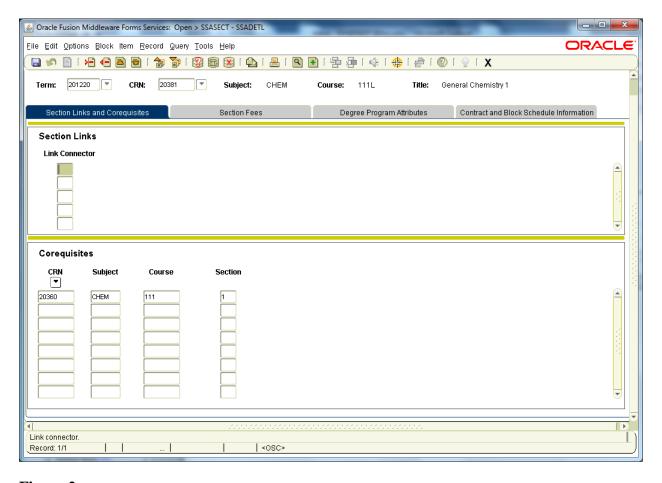

Figure 2

3. **Add instructions to SSATEXT to let the student know which labs to choose from. This will show in SSB with the course. You may use either the "Section Text" or the "Long Text."** (see FIGURE 3)

- Section Text will look like one long sentence in SSB without breaks.

- The Long Text allows more freedom and uses html. Please see how that is entered in the following illustration. Also, for comparison, below this illustration, there is a screen shot with both methods so you can see how it looks to students.
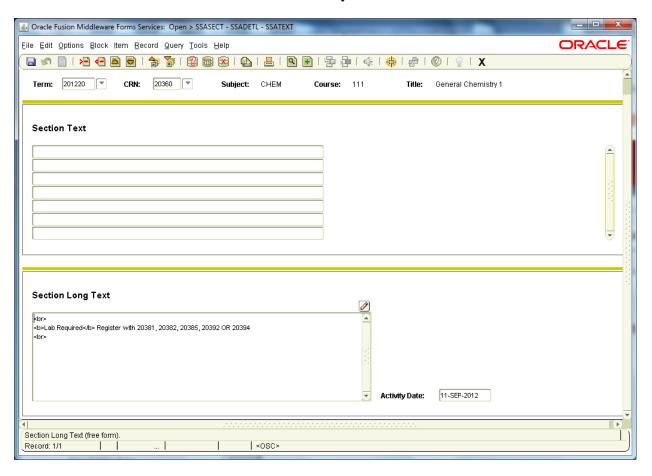

Figure 3

4. **Add the restriction of "Lab Required" to the lecture attributes using SSADETL.**

- Use "Degree Program Attributes" Tab.

- Enter the term and <u>lecture</u> CRN, next block, choose "Lab Required."
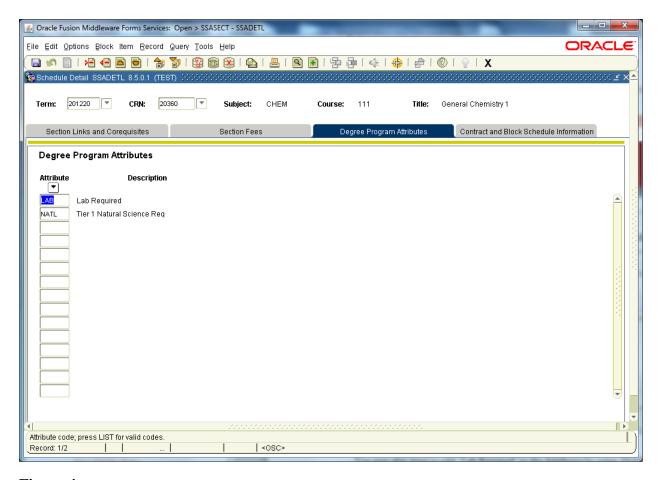

Figure 4

*If the student tries to register for the lecture without a lab, they will see the message "must register for lecture and lab together." If the student tries to register for a lecture and lab that are not linked, they will see the same message.

Can be viewed in SSB (Self-Serve Banner) (see FIGURE 5)

Figure 5

Here is how the course looks using the "Long Text" and "Lab Required" Attribute. (see FIGURE 6)
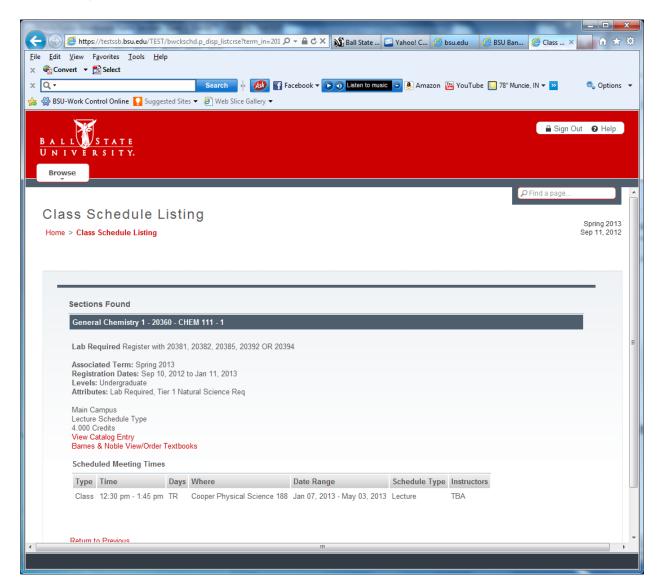

Figure 6

For additional information contact:

- **Kathy Herbert, Department of Chemistry (5-8060)**
- **Pat Kleeberg, Department of Biology (5-8820)**
- **Brenda Rathel, Department of Geological Sciences (5-8270)**