

Banner Student Desk Procedure Adding Section Text (SSATEXT)

Overview

After section are built (SSASECT) it may be necessary to add descriptive information that students will see in self service.

Steps

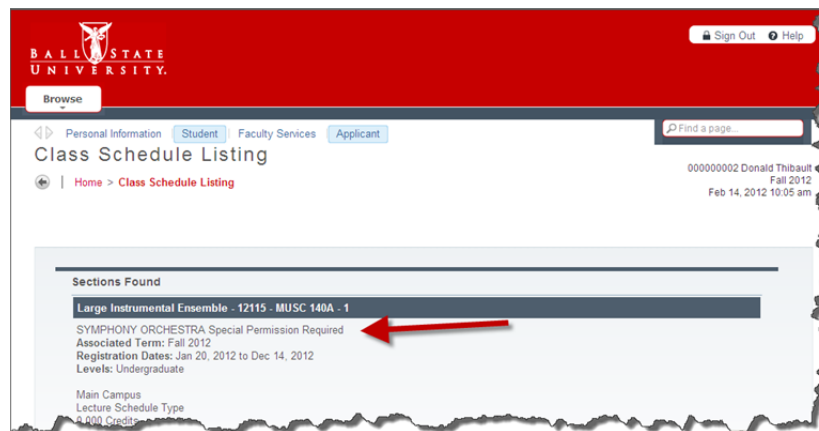
1. Access the Section Comment form (SSATEXT)
2. Search for/enter the appropriate **Term** code and **CRN**
3. Next Block
4. Enter comments in either the **Section Text** or **Section Long Text** block.
5. Save the record

Note: If comments are entered in both the Text and Long Text block, the Long Text information will display.



The screenshot shows the 'Section Comment SSATEXT 8.2 (TEST0114)' form. At the top, there are dropdown menus for 'Term' (201210), 'CRN' (12115), and 'Subject' (MUSC), along with 'Course' (140A) and 'Title' (Large Instrumental Ensemble). Below this, there are two main sections: 'Section Text' and 'Section Long Text'. The 'Section Text' section contains a text area with the following content: 'SYMPHONY ORCHESTRA', 'Special Permission Required', and several empty lines. The 'Section Long Text' section is currently empty.

Section Text as displayed in Self Service:



The screenshot shows the Ball State University Self Service interface. The top navigation bar includes 'Sign Out' and 'Help'. Below the navigation bar, there are tabs for 'Personal Information', 'Student', 'Faculty Services', and 'Applicant'. The main heading is 'Class Schedule Listing'. A breadcrumb trail shows 'Home > Class Schedule Listing'. The user's name and session information are displayed as '000000002 Donald Thibault, Fall 2012, Feb 14, 2012 10:05 am'. The 'Sections Found' section lists a section: 'Large Instrumental Ensemble - 12115 - MUSC 140A - 1'. Below this, the details are: 'SYMPHONY ORCHESTRA Special Permission Required', 'Associated Term: Fall 2012', 'Registration Dates: Jan 20, 2012 to Dec 14, 2012', and 'Levels: Undergraduate'. A red arrow points to the section title. At the bottom, it shows 'Main Campus', 'Lecture Schedule Type', and '3.000 Credits'.

Section Long Text as displayed in Self Service:

The screenshot shows the Banner Student Desk interface for Ball State University. At the top, there is a red navigation bar with the university logo and a "Sign Out" button. Below the navigation bar is a search bar with the text "Find a page...". The main content area is titled "Class Schedule Listing" and includes a breadcrumb trail: "Home > Class Schedule Listing". The date "Fall 2013 Aug 07, 2013" is displayed in the top right corner. A section titled "Sections Found" contains a single entry: "Writing Proficiency Examination - 17857 - WPP 392 - 01A". A red arrow points to this entry. Below the entry, the article title is displayed: "ARTICLE TITLE: Bronson, Po, and Ashley Merryman. 'THE CREATIVITY CRISIS. (Cover Story).' Newsweek 156.3 (2010): 44-49." Below the article title, there is a note: "To access the articles for September 2012, you will need to do the following:" followed by a list of instructions: "Go to the Ball State Library CardCat Website.", "Log into CardCat with your Outlook username and password.", "Click on 'Course Reserves' in the upper toolbar.", "Type 'WPP 392' in the search box and click on 'By Course Name.'", and "You may be prompted to enter your username and password again to access the articles." At the bottom of the entry, there are details: "Associated Term: Fall 2013", "Registration Dates: No dates available", "Levels: Undergraduate", and "Attributes: WPP - Article 001". A "Main C" link is visible at the bottom left of the entry.