

How to Add, Delete, or Update Course Section Comments

Course section comments populate on the class schedule search for students to seek out during registration. It is very important that course section comments are always up to date for the appropriate term. Course section comments roll from term to term and must be reviewed during the schedule building cycle for that term. Use the proofing dashboard to review all course section comments.

Course section comments *must* be used for:

- Outlining which linked lecture and lab sections a student must add together.
 - *Example-Must take LEC A with labs 1-10 and LEC B with labs 15-20.*
- If permission is required, who to contact for permission.
 - *Example-Contact the department for permission.*
- Notifying students that a particular section is reserved or has reserved seats for students that meet a certain criterion.
 - *Example-Section reserved for Criminology majors only.*

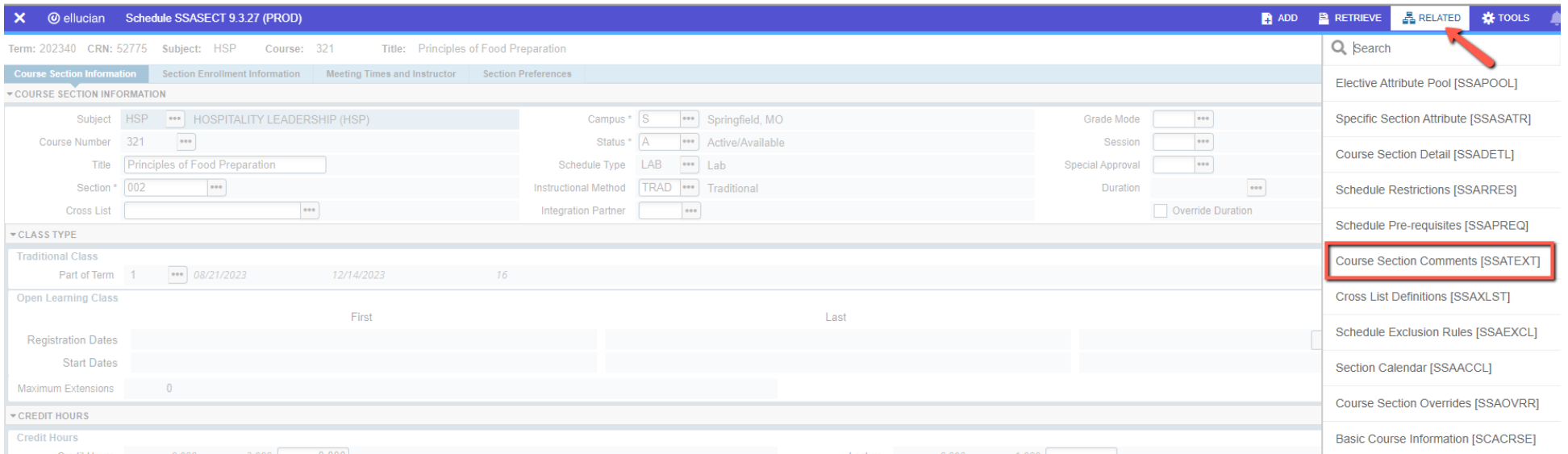
Course section comments *can* be used for:

- Proctored exam information.
 - *Example-This class requires two proctored exams at a cost of not more than \$50 each (cost dependent upon location) for a total cost of not more than \$100. These exams are to be taken at the Testing Center on the Missouri State Campus (with no fee) or at some other physical location approved by the instructor.*
- Notify students of any additional information or requirements for the class.
 - *Example for an Archery class: Students must provide own transportation to Hickory Hills Range.*

Course section comments *cannot* be used for:

- Catalog course descriptions or catalog prerequisite information
 - *This information must come directly from the catalog and that information is programmed into Banner. Students have access to this information via the class schedule search already.*
- Term, date, or time specific information
 - *Comments roll from term to term and if term, date or time information is used, there's a high probability the information will be incorrect the following term.*

1. To add or update a course section comment, navigate to SSASECT (Schedule). Enter the term and CRN. GO.
2. Go to Related-Course Section Comments. GO.



Term: 202340 CRN: 52775 Subject: HSP Course: 321 Title: Principles of Food Preparation

Course Section Information Section Enrollment Information Meeting Times and Instructor Section Preferences

COURSE SECTION INFORMATION

Subject: HSP *** HOSPITALITY LEADERSHIP (HSP) Campus: S *** Springfield, MO Grade Mode: ***

Course Number: 321 *** Status: A *** Active/Available Session: ***

Title: Principles of Food Preparation Schedule Type: LAB *** Lab Special Approval: ***

Section: 002 *** Instructional Method: TRAD *** Traditional Duration: ***

Cross List: *** Integration Partner: *** ☐ Override Duration

CLASS TYPE

Traditional Class

Part of Term: 1 *** 08/21/2023 12/14/2023 16

Open Learning Class

Registration Dates: First Last

Start Dates:

Maximum Extensions: 0

CREDIT HOURS

Credit Hours: 0.000 0.000 0.000 0.000 0.000 0.000 0.000 0.000

Elective Attribute Pool [SSAPOOL]

Specific Section Attribute [SSASATR]

Course Section Detail [SSADETL]

Schedule Restrictions [SSARRES]

Schedule Pre-requisites [SSAPREQ]

Course Section Comments [SSATEXT]

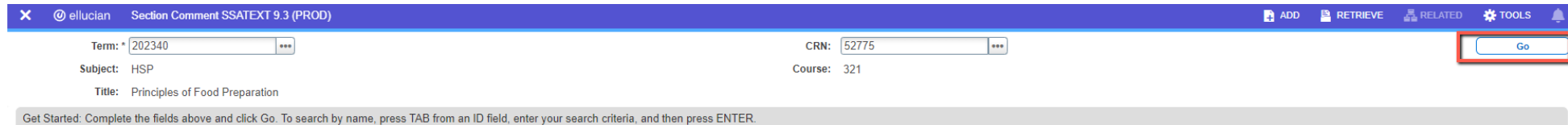
Cross List Definitions [SSAXLST]

Schedule Exclusion Rules [SSAEXCL]

Section Calendar [SSAACCL]

Course Section Overrides [SSAOVRR]

Basic Course Information [SCACRSE]



Term: 202340 CRN: 52775 Subject: HSP Title: Principles of Food Preparation

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Go

3. Text is placed in the Section Long Text box, NOT the Section Text. Text in the Section Long Text box is not visible until that section/text box is activated by either "Next Block" or clicking in the box.
4. Add or update section comments. Save.

ellucian

Section Comment SSATEX 9.3 (PROD)

ADDRETRIEVERELATEDTOOLS

Term: 202340 CRN: 52775 Subject: HSP Course: 321 Title: Principles of Food Preparation

Start Over

SECTION TEXT

Section Text *

1 of 110 Per PageRecord 1 of 1

SECTION LONG TEXT

Section Long Text

InsertDeleteCopyFilter

Do not add text here.

This is where comments are added. Text in this box will not be visible until your cursor is in this section. Do that by using the next block arrows on the bottom left of the Banner screen, or by clicking in the text box.

ellucian

Section Comment SSATEX 9.3 (PROD)

ADDRETRIEVERELATEDTOOLS

Term: 202340 CRN: 52775 Subject: HSP Course: 321 Title: Principles of Food Preparation

Start Over

SECTION TEXT

Section Text *

1 of 110 Per PageRecord 1 of 1

SECTION LONG TEXT

Section Long Text

InsertDeleteCopyFilter

Must schedule with HSP 321 lecture section A.

Click in this box to view comments, if entered.

To delete an entire comment, follow steps 1-3 as listed above. Once the Section Long Text box is active and the text can be seen, use the Delete command. This deletes the entire comment, not just the text. If the text is removed with backspace or delete, only the text has been removed and technically the comment still exists. This can cause issues in the registration and trial schedule builder systems. Save.

The screenshot shows a web application interface for managing section comments. The top navigation bar includes a close button, a user profile icon, the title 'Section Comment SSATEX 9.3 (PROD)', and action buttons for ADD, RETRIEVE, RELATED, and TOOLS. Below the navigation bar, a header section displays metadata: Term: 202340, CRN: 52775, Subject: HSP, Course: 321, Title: Principles of Food Preparation, and a 'Start Over' button. The main content area is divided into two sections: 'SECTION TEXT' and 'SECTION LONG TEXT'. The 'SECTION TEXT' section is currently active, showing a text box with the placeholder 'Section Text *'. The 'SECTION LONG TEXT' section is collapsed. A red box highlights the 'Delete' button in the 'SECTION LONG TEXT' section, and a red arrow points from a red callout box to it. The callout box contains the text: 'Use this command to delete the entire comment. Do not use backspace or delete in the text box as that only removes the text, not the comment.'

Section Comment SSATEX 9.3 (PROD)

Term: 202340 CRN: 52775 Subject: HSP Course: 321 Title: Principles of Food Preparation

Start Over

SECTION TEXT

Section Text *

1 of 1 10 Per Page

SECTION LONG TEXT

Section Long Text

Must schedule with HSP 321 lecture section A.

Use this command to delete the entire comment. Do not use backspace or delete in the text box as that only removes the text, not the comment.