

How to Find Class Sections in Banner (Rolled or Built Sections)

These steps will show how to find rolled or built sections in Banner, based on search parameters that are input into a Banner query. When adding a section to the class schedule, first check to see if there is a held section that can be activated and updated before adding/building a new section/CRN. To use the query, first decide which search parameters to use.

Ask these questions:

- What term?
- What subject?
- Are there other filters needed?
 - Course (Course Number)
 - Section Status (Just held sections, active sections, or all sections?)
 - Part of Term (All sections, or only sections built with a specific part of term?)
 - Instructional Method (All sections or only those with a specific instructional method?)
 - Any other limiting parameters?

1. Navigate to SSASECT (Schedule).
2. Enter the term in the term field.
3. Click on the 3 dots to the right of the CRN field.

The screenshot shows the Banner SSASECT (Schedule) interface. The title bar reads "Schedule SSASECT 9.3.27 (PROD)". The interface includes a search bar with the following fields:

- Term:** A text field containing "202320" with a dropdown arrow (three dots) to its right. A red arrow points to this dropdown with the label "Enter term."
- Subject:** A text field.
- Title:** A text field.
- CRN:** A text field with a dropdown arrow (three dots) to its right. A red arrow points to this dropdown with the label "Click here."
- Course:** A text field.

Below the search fields, there is a "Create CRN" button and a "Copy CRN" button. The top right of the interface features navigation links: "ADD", "RETRIEVE", "RELATED", "TOOLS", and a "Go" button. At the bottom, a grey bar contains the text: "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."

4. This opens a query (search).

The screenshot shows the Banner Schedule Section Query interface. At the top, there's a blue header bar with the text "ellucian Schedule Section Query SSASECQ 9.3.15 (PROD)". To the right of the header are icons for "ADD", "RETRIEVE", "RELATED", and "TOOLS". Below the header, there's a green notification bar that says "Enter a query; press F8 to execute." The main area is divided into two tabs: "Basic Filter" and "Advanced Filter". Under the "Basic Filter" tab, there are several input fields for filtering: "Term", "Subject", "Course", "Section Status", "Part of Term", "Campus", and "Instructional Method". Each field has a dropdown arrow. Below these fields is a button labeled "Add Another Field ...". At the bottom of the interface, there's a table with columns: "Term", "Subject", "Course", "Part of Term", "Registration From", "Registration To", "CRN", "Block Schedule", "Section", "Section Status", "Campus", "Course/Section Title", "Schedule Type", "Instructional Method", "Duration", "Unit", and "Link". The table is currently empty. Below the table, there's a pagination bar showing "1 of 1" and "Per Page". At the very bottom, there's a summary section with three columns: "Enrollment", "Maximum", "Actual", and "Remaining". The "Enrollment" column has a sub-label "Waitlist".

5. How fields are listed in this query will differ from user to user, but all fields are available to all users. If the field you wish to search by is not visible, choose the *"Add Another Field"* drop down to find the desired field.
6. **Always begin with the term field.** Enter the desired term.
7. Enter the desired subject in the subject field (BMS, CHM, MTH, SWK, LTC).
8. Enter any other desired filters. The most common filters are course (course numbers-100, 120, 494, 725), section status (held, active) and instructional method (TRAD, INET, CNCT, etc.) The more filters used, the more restrictive the results will be.
 - a. If the end goal is a list of all BMS sections in Banner for summer 2023, the filter would look like this:

ellucian Schedule Section Query SSASECQ 9.3.15 (PROD)

SCHEDULE SECTION QUERY

Basic Filter Advanced Filter

Only using term and subject fields

Term 202330 Subject BMS Course Section Status Part of Term Campus Instructional Method

Add Another Field ...

Clear All Go

Term	Subject	Course	Part of Term	Registration From	Registration To	CRN	Block Schedule	Section	Section Status	Campus	Course/Section Title	Schedule Type	Instructional Method	Duration	Unit	Link
Record 1 of 1																

Enrollment Waitlist Maximum Actual Remaining

b. If the end goal is a list of all BMS 110 sections that are in a held status for summer 2023, the filter would look like this:

ellucian Schedule Section Query SSASECQ 9.3.15 (PROD)

SCHEDULE SECTION QUERY

Basic Filter Advanced Filter

Term 202330 Subject BMS Course 110 Section Status H Campus Instructional Method

Add Another Field ...

Clear All Go

Term	Subject	Course	Part of Term	Registration From	Registration To	CRN	Block Schedule	Section	Section Status	Campus	Course/Section Title	Schedule Type	Instructional Method	Duration	Unit	Link
Record 1 of 1																

c. If the end goal is a list of all BMS 110 sections that are built as online for summer 2023, the filter would look like this:

ellucian Schedule Section Query SSASECQ 9.3.15 (PROD)

SCHEDULE SECTION QUERY

Basic Filter Advanced Filter

Term 202330 Subject BMS Course 110 Section Status Part of Term Campus Instructional Method INET

Add Another Field ...

Clear All Go

Term	Subject	Course	Part of Term	Registration From	Registration To	CRN	Block Schedule	Section	Section Status	Campus	Course/Section Title	Schedule Type	Instructional Method	Duration	Unit	Link
Record 1 of 1																

9. After entering all the desired filters, choose GO. The results of the search will be displayed. The filters used for the search are displayed at the top right. The column headers are listed at the top of the results. Multiple pages are shown at the bottom of the screen, as well as the total number of records. Users can increase the per page view from the bottom of the screen. If the filter should be adjusted, use “Filter Again” at the top right. That will take the user back to the original query.

Schedule Section Query SSASECQ 9.3.15 (PROD)

ADD RETRIEVE RELATED TOOLS

SCHEDULE SECTION QUERY

Settings Insert Delete Copy Filter

Active filters: Term: 202330 Subject: BMS Clear All Search filters that were used--Term and Subject only. Filter Again

Term	Subject	Course	Part of Term	Registration From	Registration To	CRN	Block Schedule	Section	Section Status	Campus	Course/Section Title	Schedule Type	Instructional Method	Duration	Unit	Link
202330	BMS	100	1			34846		899	H	X	Essentials in Huma...	LEC	INET			
202330	BMS	100	1			34845		A	A	X	Essentials in Huma...	LEC	INET			
202330	BMS	110	1			35903		999	H	Y	Intro to Human Biol...	LEC	TRAD			
202330	BMS	110	1			37227		A	A	X	Intro to Human Biol...	LEC	INET			
202330	BMS	111	4			37381		001	A	S	Intro to Human Biol...	LAB	TRAD			
202330	BMS	111	4			37922		002	A	S	Intro to Human Biol...	LAB	TRAD			
202330	BMS	207	4			37898		A	H	S	Fundamentals Hum...	LEC	TRAD			
202330	BMS	230	U06			37900		A	A	X	Human Genetics	LEC	CNCT			
202330	BMS	232	4			37901		001	A	S	Human Genetics La...	LAB	TRAD			
202330	BMS	300	1			36007		321	H	Z	Service-Learning in ...	IDV	TRAD			
202330	BMS	300	4			31068		521	A	Z	Service-Learning in ...	OTR	TRAD			
202330	BMS	300	1			35019		525	A	Z	Service-Learning in ...	OTR	TRAD			
202330	BMS	307	U06			37919		001	A	S	Human Anatomy	LAB	TRAD			A1
202330	BMS	307	U06			37635		002	A	S	Human Anatomy	LAB	TRAD			A1
202330	BMS	307	U06			37920		899	A	X	Human Anatomy	LAB	INET			A1
202330	BMS	307	U06			37921		A	A	X	Human Anatomy	LEC	INET			E1
202330	BMS	308	U06			30096		001	A	S	Human Physiology	LAB	TRAD			A1
202330	BMS	308	U06			37924		002	A	S	Human Physiology	LAB	TRAD			A1
202330	BMS	308	U06			37925		899	A	X	Human Physiology	LAB	INET			A1
202330	BMS	308	U06			37923		A	A	S	Human Physiology	LEC	BLND			E1
202330	BMS	380	1			37147		001	A	Z	Cooperative Educat...	IDV	TRAD			
202330	BMS	380	53			36620		002	H	S	Cooperative Educat...	IDV	TRAD			
202330	BMS	380	1			35682		003	H	S	Cooperative Educat...	IDV	TRAD			
202330	BMS	400	1			36607		001	A	F	Internatl Serv Lrng: ...	OTR	TRAD			
202330	BMS	460	4			36988		897	H	X	Biology of HIV/AIDS	LEC	INET			
202330	BMS	494	UIB			37926		001	A	X	Senior Seminar	LAB	CNCT			
202330	BMS	497	1			37821		001	H	S	Topics in Biomed S...	IDV	BLND			
202330	BMS	497	1			32049		570	H	S	Applied Bioinformatics	IDV	BLND			
202330	BMS	497	4			33586		896	H	F	The Mediterranean ...	LAB	TRAD			
202330	BMS	497	1			33113		899	H	X	Dietary Guidelines/...	OTR	INET			

1 of 2 50 Per Page Record 1 of 58

CANCEL SELECT

10. Use the search results to find the desired section. To open the desired section in SSASECT, double click on the CRN. The search results will disappear, and the user will be taken back to SSASECT. Choose GO to open the desired section.

11. Query results do not save in Banner but can be exported **before** the query is closed. To export all the results, go to Tools, Export. This will export all the results into an Excel spreadsheet that can be saved.

ellucian Schedule Section Query SSASECQ 9.3.15 (PROD)

ADD RETRIEVE RELATED **TOOLS**

SCHEDULE SECTION QUERY

Active filters: Term: 202330 Subject: BMS Clear All

Term	Subject	Course	Part of Term	Registration From	Registration To	CRN	Block Schedule	Section	Section Status	Campus	Course/Section Title	Schedule Type	Instructional M
202330	BMS	100	1			34846		899	H	X	Essentials in Huma...	LEC	INET
202330	BMS	100	1			34845		A	A	X	Essentials in Huma...	LEC	INET
202330	BMS	110	1			35903		999	H	Y	Intro to Human Biol...	LEC	TRAD
202330	BMS	110	1			37227		A	A	X	Intro to Human Biol...	LEC	INET
202330	BMS	111	4			37381		001	A	S	Intro to Human Biol...	LAB	TRAD
202330	BMS	111	4			37922		002	A	S	Intro to Human Biol...	LAB	TRAD
202330	BMS	207	4			37898		A	H	S	Fundamentals Hum...	LEC	TRAD

ACTIONS

Refresh F5

Export Shift+F1

Print Screenshot Ctrl+Alt+P

Clear Record Shift+F4

Clear Data Shift+F5

AutoSave SSASECQ - 2023-04-18T11:40:45.228

File Home Insert Page Layout Formulas Data Review View Automate Help Acrobat

Calibri 11 A A Font Wrap Text Merge & Center Alignment Number Styles

Conditional Formatting Normal Bad Good Neutral Calculation Check Cell

Insert Delete Format Cells Editing Analysis Sensitivity

Comments Share

A1 Term

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
	Term	Part of Term	Registration	Registration	CRN	Block Sch	Subject	Course	Section	Section S	Campus	Course/S	Schedule	Instructio	Duration	Unit	Link	Cross List	Reserved	Long	Syllabus	Comment	Enrollment	Actual	Enrollment	Waitlist	A	Waitlist	Seats Available
1	202330	1			34846	BMS	100	899	H	X		Essentials	LEC	INET							N	N	N	30	0	30	0	0	0
2	202330	1			34845	BMS	100	A	A	X		Essentials	LEC	INET							N	N	N	45	1	44	0	0	0
3	202330	1			35903	BMS	110	999	H	Y		Intro to H	LEC	TRAD							N	N	N	0	0	0	0	0	0
4	202330	1			37227	BMS	110	A	A	X		Intro to H	LEC	INET							N	N	Y	48	13	35	0	0	0
5	202330	4			37381	BMS	111	1	A	S		Intro to H	LAB	TRAD							N	N	N	24	0	24	0	0	0
6	202330	4			37922	BMS	111	2	A	S		Intro to H	LAB	TRAD							N	N	N	24	4	20	0	0	0
7	202330	4			37898	BMS	207	A	H	S		Fundamen	LEC	TRAD							N	N	N	24	0	24	0	0	0
8	202330	4			37900	BMS	230	A	A	X		Human Ge	LAB	CNCT							N	N	N	48	3	45	0	0	0
9	202330	4			37901	BMS	232	1	A	S		Human Ge	LAB	TRAD							N	N	Y	24	0	24	0	0	0
10	202330	1			36007	BMS	300	321	H	Z		Service-Le	IDV	TRAD							N	N	N	3	0	3	0	0	0
11	202330	4			31088	BMS	300	521	A	Z		Service-Le	IDV	TRAD							N	N	N	10	0	10	0	0	0
12	202330	1			35019	BMS	300	525	A	Z		Service-Le	IDV	TRAD							N	N	N	10	0	10	0	0	0
13	202330	U06			37919	BMS	307	1	A	S		Human Ar	LAB	TRAD							N	N	Y	20	2	18	0	0	0
14	202330	U06			37635	BMS	307	2	A	S		Human Ar	LAB	TRAD							N	N	Y	20	2	18	0	0	0
15	202330	U06			37920	BMS	307	899	A	X		Human Ar	LAB	INET							N	N	Y	20	2	18	0	0	0
16	202330	U06			37921	BMS	307	A	A	X		Human Ar	LEC	INET							N	N	Y	60	6	54	0	0	0
17	202330	U06			30096	BMS	308	1	A	S		Human PH	LAB	TRAD							N	N	Y	24	1	23	0	0	0
18	202330	U06			37924	BMS	308	2	A	S		Human PH	LAB	TRAD							N	N	Y	24	0	24	0	0	0
19	202330	U06			37925	BMS	308	899	A	X		Human PH	LAB	INET							N	N	Y	24	9	15	0	0	0
20	202330	U06			37923	BMS	308	A	A	S		Human PH	LEC	BLND							N	N	Y	72	10	62	0	0	0
21	202330	1			37147	BMS	380	1	A	Z		Cooperati	IDV	TRAD							N	N	N	1	0	1	0	0	0
22	202330	53			36620	BMS	380	2	H	S		Cooperati	IDV	TRAD							N	N	N	1	0	1	0	0	0
23	202330	1			35682	BMS	380	3	H	S		Cooperati	IDV	TRAD							N	N	N	2	0	2	0	0	0
24	202330	1			36607	BMS	400	1	A	F		Internati	O TR	TRAD							N	N	N	1	1	0	0	0	0
25	202330	4			36988	BMS	460	897	H	X		Biology of	LEC	INET							N	N	N	25	0	25	0	0	0
26	202330	UB			37236	BMS	494	1	A	X		Senior Ser	LAB	CNCT							N	N	N	20	9	11	0	0	0
27	202330	1			37821	BMS	497	1	H	S		Topics in	IDV	BLND							N	N	N	1	0	1	0	0	0
28	202330	1			32049	BMS	497	570	H	S		Applied B	IDV	BLND							N	N	Y	1	0	1	0	0	0
29	202330	4			33586	BMS	497	896	H	F		The Medit	LAB	TRAD							N	N	Y	1	0	1	0	0	0
30	202330	1			33113	BMS	497	899	H	X		Dietary G	O TR	INET							N	N	Y	15	0	15	0	0	0
31	202330	1			30951	BMS	498	1	H	S		Undergrad	IDV	BLND							N	N	Y	5	0	5	0	0	0
32	202330	1			30952	BMS	498	2	H	S		Undergrad	IDV	TRAD							N	N	Y	2	0	2	0	0	0
33	202330	1			35683	BMS	498	3	H	S		Undergrad	IDV	TRAD							N	N	N	1	0	1	0	0	0
34	202330	1			31126	BMS	498	4	H	S		Undergrad	IDV	TRAD							N	N	N	1	0	1	0	0	0

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