

**CODING ONLINE CLASSES FOR BANNER:**

**Revised:9/9/2015**

**Step 1: Read the following definitions. Decide what percentage of the class will be offered online.**

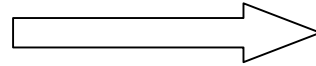
<b>Instructional Method</b>	<b>Description</b>	<b>% Online</b>
Entirely at a distance (E)	Classes that are delivered 100% via technology. These classes do not require students to visit campus for any reason.	All online - 100%
Fully at a distance (F)	The course does not require students to travel to a classroom for instruction; however, it might require students to travel to a site to attend an orientation or to take exams. This is generally equivalent to delivering 95 – 99 percent of sessions via technology.	Students must attend 1 session on campus 99% Students must attend 2 sessions on campus 96%
Partially at a distance (P)	Technology is used to deliver between 51 and 95 percent of class sessions but visits to a classroom (or similar site) are required. If a course is offered through two-way interactive video then it should be coded partially at a distance because students must meet in a designated location.	Students must attend 3 sessions on campus 93% Students must 4 sessions on campus 90% Class is scheduled for M/W/F and <b>two</b> of those days are online 60%
Hybrid (H)	Technology is used to deliver 30 - 50 percent of class sessions.	Class is scheduled for T/R or M/W and <b>one</b> of those days is online 50% Class is scheduled for M/W/F and <b>one</b> of those days is online 30%

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Step 2:

Section Number	
40	First half semester <b>online</b> course
60	Second half <b>online</b> course
90	Full semester <b>online</b> course

Choose schedule type and the associated instructional method and session from



Notes: For all classes coded as section numbers 40, 60, or 90, orientation and other meeting dates must be entered into Banner.

Type of Class	Schedule Type	Instructional Method	Session
Ind. Study	G	50	B
Asynchronous/Online	M	F, P	B
Hybrid	M	H	A if room needed on a regular basis
Hybrid	M	H	B if room is not needed on a regular basis
Internship	N	81	B

If the instructional method is F, P, or H select the 06 - Internet Technology code from the list below and enter it AND the percentage in the SSADETL form in Banner under the Contract and Block Schedule Information Tab. BOTH the code and the percentage must be entered.

06 Internet Instruction delivered through the Internet including email, Web pages and learning management systems.

SSADETL Form

File Edit Options Block Item Record Query Tools Help

Schedule Data SSADETL 2.1 (PROD)

Term: 1200902 CRN: 123507 Subject: HIST Course: 1111 Title: Survey-PreModern World History

Section Links and Corequisites Section Fees Degree Program Attributes **Contract and Block Schedule Information**

**Section Contracts**

Contract	Description	Percentage	Primary Indicator
06	Internet	100	<input checked="" type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

**Block Schedules**

Block	Description	Special Approval	Activity Date

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Step 4:

Courses in the following programs will need to list **DL** as their campus code:

- Master of Archival Studies
- Master of Science in Nursing
- WebBSIT

For **DL** coded classes, please ensure that the following text, at a minimum, is entered on the SSATEXT form in Banner:

Fully online course - "This is a fully online course and will be assessed an online course fee."

All other programs will need to have **A** listed as their campus code. For all **A** coded classes, please ensure that the following text is entered on the SSATEXT form in Banner.

Fully online course - "This is a fully online course and will be assessed an online course fee and other mandatory fees as applicable."

Partial/Hybrid course – "This course requires substantial online coursework and will be assessed an online course fee and other mandatory fees as applicable."

The screenshot shows a web browser window titled "Oracle Fusion Middleware Forms Services: Open > SSATEXT". The browser's address bar shows "Section Comment SSATEXT 8.2 (PROD)". The form contains several fields:

- Term:** 201408
- CRN:** 81082
- Subject:** HMSV
- Course:** 3010
- Title:** Intro to Human Services

The **Section Text** field is highlighted with a red rounded rectangle. It contains a text area with the following text: "This is a fully online course and will be assessed an online course fee." Below this text are several empty lines for additional input.

The **Section Long Text** field is a large text area with a vertical scrollbar on the right. Below it is an **Activity Date:** field with an empty input box.

A large, semi-transparent watermark "ORACLE FUSION MIDDLEWARE" is visible across the bottom half of the page.

At the bottom of the browser window, a status bar displays: "Section Text. Press Count Query Hits to resequence text. Record: 1/2 ... <OSC>"