

Building CBE Sections in Banner

1. In Banner, open **SSASECT**
 - a. Enter appropriate **Term** and enter ADD in the **CRN** field to create a new section. Enter the correct CRN to update an existing section.
2. Enter standard fields for a new section while paying attention to the **Section** field and the number assigned as well as the **Instructional Method**.
 - a. For CBE courses, the section number will now relate to the CBE part of term. The first section will be 101 and be in the CB1 part of term, the next section will be 201 and be in the CB2 part of term, then section 301 in CB3, then 401 in CB4, then 501 in CB5.
 - b. The **Instructional Method** will be CBEO.
 - c. All five sections of one course must also be cross listed. This will ensure Blackboard will combine these sections into one Blackboard instance for the instructor.

Term: 201940 CRN: 55470 Subject: NURS Course: 4100 Title: Transition to BSN Practice

Course Section Information	Section Enrollment Information	Meeting Times and Instructor	Section Preferences
COURSE SECTION INFORMATION			
Subject	NURS ... NURSING	Campus *	UT ... University of Toledo
Course Number	4100 ...	Status *	A ... Active
Title	Transition to BSN Practice	Schedule Type	LE ... Lecture
Section *	101 ...	Instructional Method	CBEO ... UT Face
Cross List	...	Integration Partner	...
CLASS TYPE			
Traditional Class			

CLASS TYPE					
Traditional Class					
Part of Term	CB1 ...	08/26/2019	12/13/2019	15	
Open Learning Class					
First					
Registration Dates					
Start Dates					
Maximum Extensions	0				

3. After the **Part of Term** has been added, create the course like a standard course that gets created completing all relevant fields.
4. Once a section has been completely built, next go to **SSAPREQ**. Under the **Section Test Score and Prerequisite Restrictions** place the **Test Code** = CBEO and **Test Score** = 1. This will need to be placed on

all 5 sections of each CBE course. Adding these prerequisite test scores ensures that only approved students can register for the CBE sections.

5. When all five sections of each course have been built it will look like this. Each CBE **Part of Term** matching the **Section Number** with the **Instructional Method** of CBE0.

6. Lastly, go to **SSAETL** to add the CBE course attribute to each section you have created. Select the **Degree Program Attributes** tab and type CBE in the Attribute field. If other attributes already exist, select Insert (F6) to add the CBE attribute to the list.