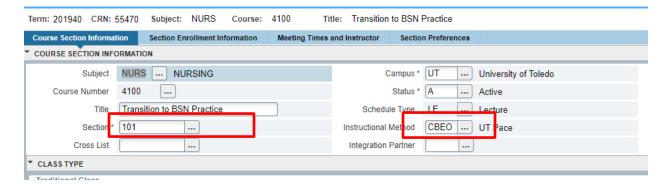
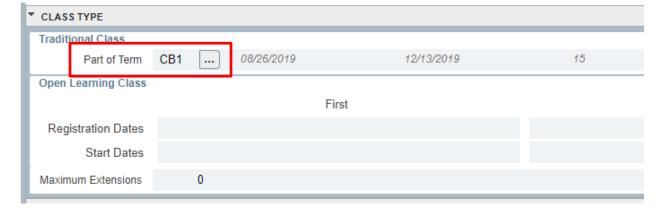
Building CBE Sections in Banner

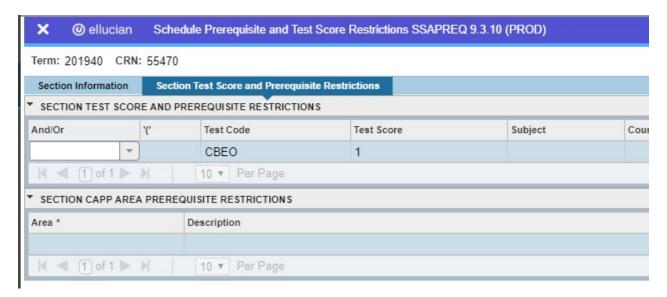
- 1. In Banner, open SSASECT
 - a. Enter appropriate **Term** and enter ADD in the **CRN** field to create a new section. Enter the correct CRN to update an existing section.
- 2. Enter standard fields for a new section while paying attention to the **Section** field and the number assigned as well as 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.



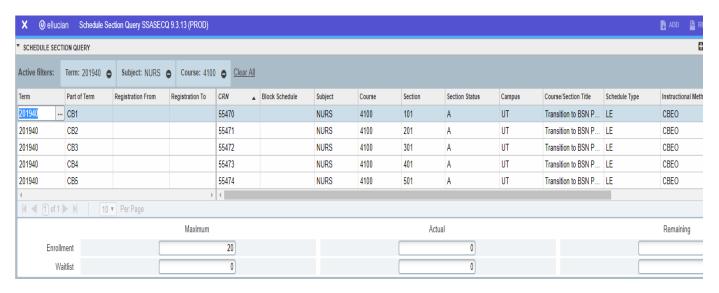


- 3. After the **Part of Term** has been added, create the course like a standard course that gets created completing all relevant fields.
- 4. Once a section has been completely built, next go to **SSAPREQ**. Under the **Section Test Score and Perquisite Restrictions** place the **Test Code** = CBEO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



6. Lastly, go to **SSADETL** 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.

