

Identifying Child-Parent CRN Relationships and Excluding CRNs from Evaluation

Banner uses a “Supplemental Data Engine” to capture additional data elements in certain forms. UCA uses this feature to identify (1) child-parent relationships between/among CRNs and (2) CRNs that should be excluded from evaluation by students. (In the screenshot below, both identifications are illustrated in a composite image; in real life, only one Supplemental Data sub-form for SSASECT will appear.)

Child-Parent Relationships: By entering a “parent” CRN as supplemental data in a “child” CRN, you are indicating that the two CRNs should be evaluated as one. This is often used in the case of 4000-/5000-level courses taught together, where enrollment in the graduate CRN will sometimes not meet the enrollment threshold, but where the combined enrollment of the two CRNs will meet that threshold. (Where it makes sense to do so, more than one child CRN may be identified for a single parent CRN.) *Note that, at this time, these identifications are not causing the desired outcome: they do not combine the CRNs for evaluation purposes. We do ask that you continue to enter this information in Banner, however, so that we will know your intent when we are able to implement this functionality in our evaluation system.*

Exclude a CRN from Evaluation: Some CRNs are routinely not evaluated because the general student course evaluation is inappropriate to the type of course. One thinks of thesis/dissertation courses, clinical rotations, some independent study/research experiences in which credit is earned.

Step-by-step instructions:

(1) Navigate to the appropriate CRN in SSASECT. If you are identifying a child-parent relationship, this will be the child CRN. If you are excluding a CRN from evaluation, this will, of course, be the CRN to be excluded.

(2) Open the Supplemental Data sub-form by clicking on the More Information item.

(3a) If you are identifying a child-parent relationship, enter the parent CRN in the appropriate form field. Note that if you enter a CRN that does not exist in the system for the term in which you are working, you will receive an error message and will not be able to save your entry.

(3b) If you are excluding a CRN from evaluation, enter Y in the appropriate form field. Note that you can enter information in both fields, but that the exclusion/exemption of the CRN will always take precedence.

(4) Save and then x-out of the Supplemental Data sub-form. Use Start Over to repeat the process for another CRN or to move on to other work.

Please be aware that these designations are not rolled with CRNs from term to term. They must always be entered again for each new term.

The screenshot displays the Banner SSASECT interface for a course section. The main window shows course details for CRN 21832, Subject WRTG, Course 4305, and Title COMPOSITION THEORY & PEDAG. A red box highlights the 'More Information' button in the top right of the course section information area. Two red arrows originate from this button, pointing to two overlapping 'Supplemental Data SSASECT 9.3.11 (PROD)' sub-forms. The first sub-form, labeled 'Record 1 of 2', contains the following fields: 'Enter Parent CRN for this CRN' with the value '18014', and 'This CRN is exempt from faculty evaluation' which is empty. The second sub-form, labeled 'Record 2 of 2', contains the same first field with '18014', and the second field with the value 'Y'. A red 'OR' is placed between the two sub-forms. At the bottom right of the main interface, a 'SAVE' button is circled in red.