

# Course Inventory in Banner

From the main page, go into the form SCACRSE

The screenshot displays the Oracle Developer Forms Runtime - Web interface. The window title is "Oracle Developer Forms Runtime - Web". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The status bar shows "General Menu GUAGMNU 7.3 (PROD) - Friday May 30, 2008". The "Go To..." dropdown menu is set to "SCACRSE", and the user is identified as "Welcome, HUTCHINL". The "Products:" dropdown is also visible. The main content area shows a tree view under "My Banner" with the following sub-items: "Banner", "Student [\*STUDENT]", "Advancement [\*ALUMNI]", "Financial [\*FINANCE]", "Human Resources [\*HRS]", "Financial Aid [\*RESOURCE]", "General [\*GENERAL]", and "Banner XtenderSolutions [\*BXS]". On the right side, there is a "My Links" section with links for "Change Banner Password", "Check Banner Messages", and six "Personal Link" items. Below this is a "My Institution" section featuring the ETSU logo (East Tennessee State University). At the bottom, there is a "Banner Broadcast Messages" section and a status bar with the text "Enter the object name; Press LIST for listing." and "Record: 1/1". The Windows taskbar at the bottom shows the start button, several open applications, and the system clock displaying "9:40 AM".

# SCACRSE

The form looks like this

Oracle Developer Forms Runtime - Web: Open > SCACRSE

File Edit Options Block Item Record Query Tools Help

Basic Course Information SCACRSE 7.3 (PROD)

Subject:  Course:  Term:

Course Title:

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**Course Details**

From Term:  Copy  To Term:

Course Title:

College:

Division:

Department:

Status:

Approval:

CIP:

Prerequisite Waiver:

Duration:

Continuing Education

Tuition Waiver

Additional Fees

CAPP Areas for Prerequisites

Syllabus Exists

Long Title Exists

Hours	Low	Or/To	High
CEU or Credit:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Billing:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lecture:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lab:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Repeat Details
Limit: <input type="checkbox"/> Maximum Hours: <input type="text"/>
Repeat Status: <input type="text"/> <input type="button" value="v"/>

Subject code; press LIST for valid codes;CQH for existing courses.

Record: 1/1 | ... | List of Valu... | <OSC>

start | Inbox - Microsoft Out... | Document1 - Microsof... | Banner PROD @ ETS... | Oracle Developer For... | 9:41 AM

# Enter rubric (ex. ENGL) then hit Tab

Oracle Developer Forms Runtime - Web: Open > SCACRSE

File Edit Options Block Item Record Query Tools Help

Basic Course Information SCACRSE 7.3 (PROD)

Subject: ENGL English Course: Term:

Course Title:

### Course Details

From Term: Copy To Term:

Course Title:

College: Division: Department: Status: Approval: CIP: Prerequisite Waiver: Duration:

Continuing Education  
 Tuition Waiver  
 Additional Fees  
 CAPP Areas for Prerequisites  
 Syllabus Exists  
 Long Title Exists

### Hours

	Low	Or/To	High
CEU or Credit:			
Billing:			
Lecture:			
Lab:			
Other:			
Contact:			

### Repeat Details

Limit: Maximum Hours:

Repeat Status:

Course number; press COUNT QUERY HITS for existing courses.  
Record: 1/1 | ... | List of Valu... | <OSC>

start | Inboxes - Microsoft Out... | Document1 - Microsof... | 2 Internet Explorer | Microsoft PowerPoint ... | 9:47 AM

# Click drop down arrow beside Course # box

The screenshot displays the Oracle Developer Forms Runtime interface for 'Basic Course Information: SCACRSE 7.3 (PROD)'. The main form includes fields for Subject (ENGL), Course (empty), and Term (empty). A 'Course Details' section contains various attributes like From Term, Course Title, College, Division, Department, Status, Approval, CIP, Prerequisite Waiver, and Duration. A search criteria section includes checkboxes for Continuing Education, Tuition Waiver, Additional Fees, CAPP Areas for Prerequisites, Syllabus Exists, and Long Title Exists. An 'Hours' table is present with columns for Low, Or/To, and High, and rows for CEU or Credit, Billing, Lecture, Lab, Other, and Contact. A 'Repeat Details' section includes Limit, Maximum Hours, and Repeat Status fields. A dialog box titled 'Existing Courses' is open, showing a search for 'ENGL%' and a list of courses with columns for Subject, Course, Effective Term, and Title. The list includes ENGL 1000, ENGL 1001, ENGL 1006, and ENGL 1007. The Windows taskbar at the bottom shows the Start button and several open applications: Microsoft Outlook, Microsoft Word, Internet Explorer, and Microsoft PowerPoint.

Oracle Developer Forms Runtime - Web: Open > SCACRSE

File Edit Options Block Item Record Query Tools Help

Basic Course Information: SCACRSE 7.3 (PROD)

Subject: ENGL English Course: Term:

Course Title:

**Course Details**

From Term:

Course Title:

College:

Division:

Department:

Status:

Approval:

CIP:

Prerequisite Waiver:

Duration:

Continuing Education

Tuition Waiver

Additional Fees

CAPP Areas for Prerequisites

Syllabus Exists

Long Title Exists

**Hours**

	Low	Or/To	High
CEU or Credit:			
Billing:			
Lecture:			
Lab:			
Other:			
Contact:			

**Repeat Details**

Limit: Maximum Hours:

Repeat Status:

Existing Courses

Find ENGL%

Subject	Course	Effective Term	Title
ENGL	1000	200880	Acader
ENGL	1001	200880	Fr Eng
ENGL	1006	200880	Engl S
ENGL	1007	200880	Eng Sp

Find End OK Cancel

Choices in list: 155

Record: 1/1 ... List of Valu... <OSC>

start

Inbox - Microsoft Out... Document1 - Microsof... 2 Internet Explorer Microsoft PowerPoint ... 9:50 AM

# You can stretch out the box to view it better

The screenshot shows the Oracle Developer Forms Runtime interface. The main window is titled "Basic Course Information SCACRSE 7.3 (PROD)". It features a search bar with "Find ENGL%" and a table of existing courses. The table has columns for Subject, Course, Effective Term, Title, Stat., and Start Term. The first row is highlighted in blue.

Subject	Course	Effective Term	Title	Stat.	Start Term
ENGL	1000	200880	Academic Advantage	A	200880
ENGL	1001	200880	Fr English Elective	A	200880
ENGL	1006	200880	Engl Second Lang	A	200880
ENGL	1007	200880	Eng Secnd Ln Lab	A	200880
ENGL	1008	200880	Engl Second Lang	A	200880
ENGL	1009	200880	Eng Secnd Ln Lab	A	200880
ENGL	1010	200880	Crit Read/Expos Writing	A	200880
ENGL	1018	200880	Honors Composition I	A	200880
ENGL	1020	200880	Crit Thinking/Argumen	A	200880
ENGL	1028	200880	Honors Composition II	A	200880
ENGL	1030	200880	Literary Studies Abroad	A	200880
ENGL	1113	200880	Intro To Research	A	200880
ENGL	1114	200880	Technical Editing	A	200880
ENGL	1150	200880	Research Writing Meth...	A	200880
ENGL	1228	200880	Honors Quest II	A	200880
ENGL	2002	200880	Co English Elective	A	200880

The dialog box also includes a "Find" button, "OK" and "Cancel" buttons, and a status bar at the bottom indicating "Choices in list: 155" and "Record: 1/1".

Then, scroll through the list to see what course numbers have been used

The screenshot shows the Oracle Developer Forms Runtime interface. The main window is titled "Basic Course Information SCACRSE 7.3 (PROD)". It features a search area with "Subject" set to "ENGL" and "English", and empty fields for "Course" and "Term". Below this is a "Course Details" section with various fields like "From Term", "Course Title", "College", "Division", "Department", "Status", "Approval", "CIP", "Prerequisite Waiver", and "Duration". A modal dialog box titled "Existing Courses" is open, displaying a search results table. The search criteria is "Find ENGL%". The table lists various English courses with columns for Subject, Course, Effective Term, Title, Status, and Start Term. The course "ENGL 3400" is highlighted. The dialog also includes "Find", "OK", and "Cancel" buttons. The Windows taskbar at the bottom shows the Start button and several open applications: "Inbox - Microsoft Out...", "Document1 - Microsof...", "Internet Explorer", and "Microsoft PowerPoint ...". The system clock indicates 9:53 AM.

Subject	Course	Effective Term	Title	Stat...	Start Term
ENGL	3100	200880	Introduction To Linguis...	A	200880
ENGL	3118	200880	Honors Lit Focus	A	200880
ENGL	3128	200880	Honors Special Top	A	200880
ENGL	3130	200880	Advanced Comp	A	200880
ENGL	3134	200880	Computers/Writing/Lite...	A	200880
ENGL	3141	200880	Creative Writing I	A	200880
ENGL	3150	200880	Lit/Ethics & Values	A	200880
ENGL	3200	200880	History Of English Lang	A	200880
ENGL	3250	200880	Professional Comm	A	200880
ENGL	3270	200880	Lit Of Popular Culture	A	200880
ENGL	3280	200880	Mythology	A	200880
ENGL	3290	200880	Introduction To Film	A	200880
ENGL	3300	200880	Literary Critcsm	A	200880
ENGL	3400	200880	Surv of African Amer Lit	A	200880
ENGL	3500	200880	Women Authors	A	200880
ENGL	3650	200880	Amer Folklore	A	200880

To get out, click cancel on the existing courses box and then click on the black X to exit

The screenshot shows the Oracle Developer Forms Runtime interface. The main window title is "Oracle Developer Forms Runtime - Web: Open > SCACRSE". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and editing. The main form area displays "Basic Course Information SCACRSE 7.3 (PROD)".

Fields for "Subject" (ENGL), "Course", and "Term" are visible. Below these are sections for "Course Details" and "From Term".

An "Existing Courses" dialog box is open, showing a search for "ENGL%". The dialog contains a table of existing courses:

Subject	Course	Effective Term	Title	Stat...	Start Term
ENGL	3100	200880	Introduction To Linguis...	A	200880
ENGL	3118	200880	Honors Lit Focus	A	200880
ENGL	3128	200880	Honors Special Top	A	200880
ENGL	3130	200880	Advanced Comp	A	200880
ENGL	3134	200880	Computers/Writing/Lite...	A	200880
ENGL	3141	200880	Creative Writing I	A	200880
ENGL	3150	200880	Lit/Ethics & Values	A	200880
ENGL	3200	200880	History Of English Lang	A	200880
ENGL	3250	200880	Professional Comm	A	200880
ENGL	3270	200880	Lit Of Popular Culture	A	200880
ENGL	3280	200880	Mythology	A	200880
ENGL	3290	200880	Introduction To Film	A	200880
ENGL	3300	200880	Literary Critcsm	A	200880
ENGL	3400	200880	Surv of African Amer Lit	A	200880
ENGL	3500	200880	Women Authors	A	200880
ENGL	3650	200880	Amer Folklore	A	200880

The dialog box has "Find", "OK", and "Cancel" buttons at the bottom. A red arrow points to the "Cancel" button. Another red arrow points to the "X" button in the main application window's title bar.

At the bottom of the main window, it says "Choices in list: 155" and "Record: 1/1". The Windows taskbar at the bottom shows the Start button and several open applications: Microsoft Outlook, Microsoft Word, Internet Explorer, and Microsoft PowerPoint. The system clock shows 9:53 AM.