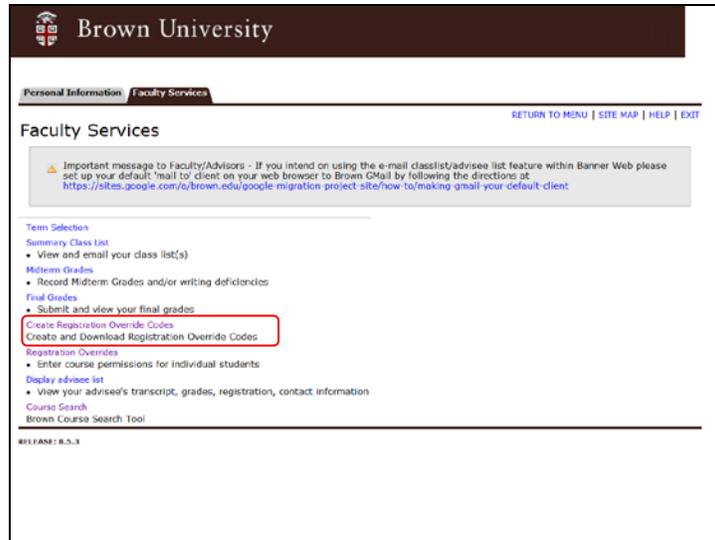


Faculty – To create override codes in Banner Web

Slide 1



The Create Registration Override Codes link should be in the center of the Faculty Services menu in the Secure Area of Banner Web.

Faculty – To create override codes in Banner Web

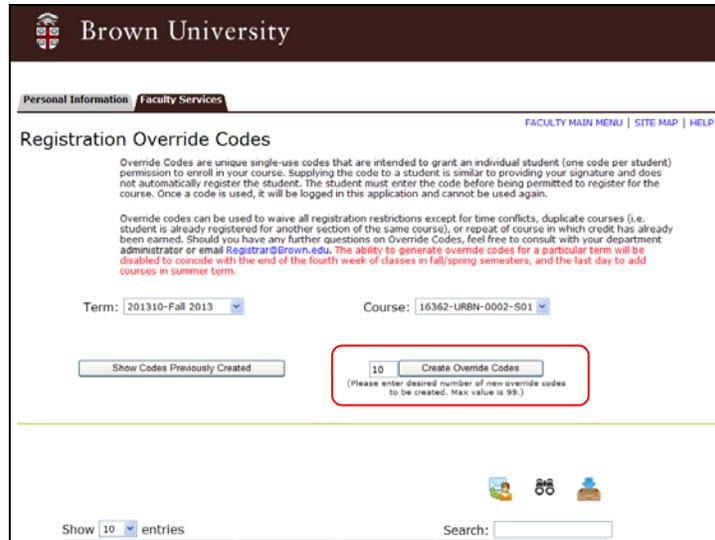
Slide 2

The screenshot shows the 'Registration Override Codes' page in the Banner Web system. At the top, there is a navigation bar with 'Personal Information' and 'Faculty Services' tabs. Below this, the page title is 'Registration Override Codes' with links for 'FACULTY MAIN MENU | SITE MAP | HELP | EXIT'. The main content area contains explanatory text about override codes and a form. The form has two dropdown menus: 'Term' and 'Course'. The 'Term' dropdown is set to '201310-Fall 2013'. The 'Course' dropdown is open, showing a list of course offerings: '15405-URBN-0210-S01', '10309-URBN-0007-S01', and '16364-URBN-0005-S02'. A red arrow points to the '10309-URBN-0007-S01' option. Below the dropdowns are buttons for 'Show Codes Previously Created' and 'Create Override Codes'. A note below the 'Create Override Codes' button states: '(Please enter desired number of new override codes to be created. Max value is 99.)'. At the bottom left, the text 'RELEASE: 0.4.0' is visible.

Select a term from the drop down list. The course list will populate with your assigned course offerings – including offerings where you are a co-instructor. Select the course for which you would like to create override codes.

Faculty – To create override codes in Banner Web

Slide 3

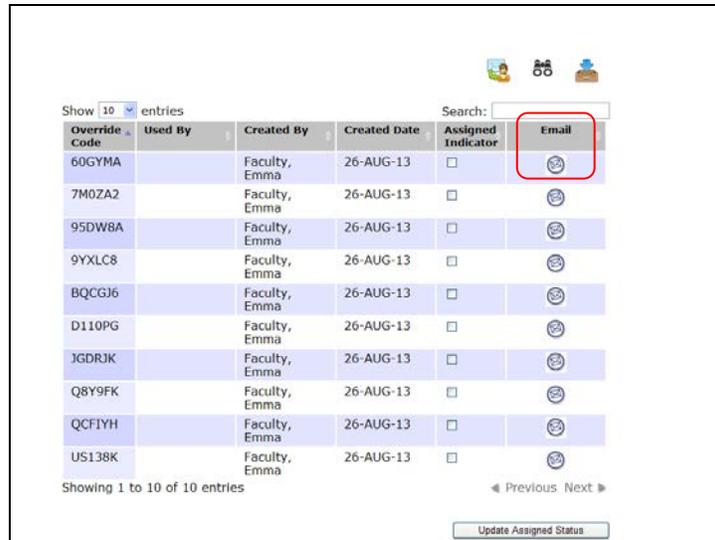


The screenshot shows the 'Registration Override Codes' page in the Banner Web system. At the top, the Brown University logo and name are displayed. Below the logo, there are navigation tabs for 'Personal Information' and 'Faculty Services', with 'Faculty Services' being the active tab. In the top right corner, there are links for 'FACULTY MAIN MENU', 'SITE MAP', and 'HELP'. The main heading is 'Registration Override Codes'. Below this, there is a paragraph explaining that override codes are unique single-use codes intended to grant an individual student permission to enroll in a course. It states that applying the code is similar to providing a signature and does not automatically register the student. A second paragraph explains that override codes can be used to waive registration restrictions for time conflicts, duplicate courses, or repeat courses. It also notes that the ability to generate override codes for a particular term will be disabled to coincide with the end of the fourth week of classes in fall/spring semesters, and the last day to add courses in summer term. Below the text, there are two dropdown menus: 'Term' set to '201310-Fall 2013' and 'Course' set to '16362-URBN-0002-501'. There are two buttons: 'Show Codes Previously Created' and 'Create Override Codes'. The 'Create Override Codes' button is highlighted with a red box and has a small input field with the number '10' next to it. Below the button, there is a note: '(Please enter desired number of new override codes to be created. Max value is 99.)'. At the bottom of the page, there is a 'Show 10 entries' dropdown and a search bar.

Enter the number of override codes you would like to create and click the Create Override Codes button.

Faculty – To create override codes in Banner Web

Slide 4



Search:

Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
7M0ZA2		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
95DW8A		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
9YXLC8		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
BQCGJ6		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
D110PG		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
JGDRJK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
Q8Y9FK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
QCFIYH		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
US138K		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	

Showing 1 to 10 of 10 entries

◀ Previous Next ▶

Update Assigned Status

The override codes will display with an option to Email to student. Click the Email envelope to open a Search window where you can enter the student's Banner ID or use a name search function to find the student's Email address.

Faculty – To create override codes in Banner Web

Slide 5

been earned. Should you have any further questions on Override Codes, feel free to consult with your department administrator or email Registrar@brown.edu. The ability to generate override codes for a particular term will be disabled to coincide with the end of the fourth week of classes in fall/spring semesters, and the last day to add courses in summer term.

Term: Course:

(Please enter desired number of new override codes to be created. Max value is 99.)

Email Code to Student

Student ID

First Name

Last Name

Override Code

Course

99DWRK	Faculty, Emma	26-AUG-13	<input type="checkbox"/>	<input type="button" value="📧"/>
9YXLC8	Faculty, Emma	26-AUG-13	<input type="checkbox"/>	<input type="button" value="📧"/>
BQCGJ6	Faculty, Emma	26-AUG-13	<input type="checkbox"/>	<input type="button" value="📧"/>
D110PG	Faculty, Emma	26-AUG-13	<input type="checkbox"/>	<input type="button" value="📧"/>

Enter the student's first and last name, then click the Search button to execute the search.

Faculty – To create override codes in Banner Web

Slide 6

Brown University

Personal Information | Faculty Services

FACULTY MAIN MENU | SITE MAP | HELP

Registration Override Codes

Override Codes are unique single-use codes that are intended to grant an individual student (one code per student) permission to enroll in your course. Supplying the code to a student is similar to providing your signature and does not automatically register the student. The student must enter the code before being permitted to register for the course. Once a code is used, it will be logged in this application and cannot be used again.

Override codes can be used to waive all registration restrictions except for time conflicts, duplicate courses (i.e. student is already registered for another section of the same course), or repeat of course in which credit has already been earned. Should you have any further questions on Override Codes, feel free to consult with your department administrator or email Registrar@brown.edu. **The ability to generate override codes for a particular term will be**

Email Code to Student

Student ID:
First Name:
Last Name:

Override Code:
Course:

1 10 entries Search:

Banner ID	Student Name	Student Email
B00956510	Undergrad, Marlene	Marlene_Undergrad@Brown.edu

Showing 1 to 1 of 1 entries

2 Previous Next

Select the radio button next in the student row that matches your search criteria. Click the Send Email button to send the override code directly to the student.

Faculty – To create override codes in Banner Web

Slide 7

Personal Information Faculty Services

FACULTY MAIN MENU | SITE MAP | HELP |

Registration Override Codes

Override Codes are unique single-use codes that are intended to grant an individual student (one code per student) permission to enroll in your course. Supplying the code to a student is similar to providing your signature and does not automatically register the student. The student must enter the code before being permitted to register for the course. Once a code is used, it will be logged in this application and cannot be used again.

Override codes can be used to waive all registration restrictions except for time conflicts, duplicate courses (i.e. student is already registered for another section of the same course), or repeat of course in which credit has already been earned. Should you have any further questions on Override Codes, feel free to consult with your department administrator or email Registrar@Brown.edu. The ability to generate override codes for a particular term will be disabled to coincide with the end of the fourth week of classes in fall/spring semesters, and the last day to add courses in summer term.

Term: 201310-Fall 2013 Course: 16362-URBN-0002-S01

Show Codes Previous

Message from webpage

Override Code 60GYMA successfully send to Marlene_Undergrad@Brown.edu.

OK

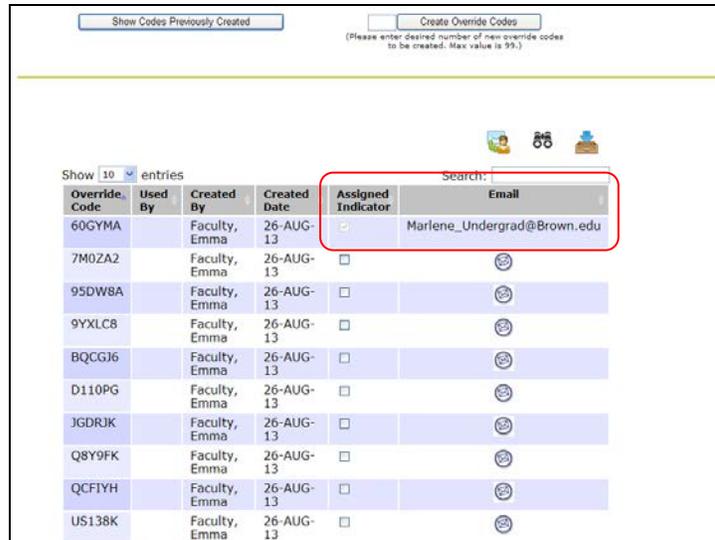
Show 10 entries

Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
7M0ZA2		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	

You will receive a confirmation that the override code was sent successfully to the student.

Faculty – To create override codes in Banner Web

Slide 8



Buttons: Show Codes Previously Created, Create Override Codes (Please enter desired number of new override codes to be created. Max value is 99.)

Show 10 entries

Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13	<input checked="" type="checkbox"/>	Marlene_Undergrad@Brown.edu
7M0ZA2		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
95DW8A		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
9YXLC8		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
BQCGJ6		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
D110PG		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
JGDRJK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
Q8Y9FK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
QCFIYH		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
US138K		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	

The email address of the student will display and the assigned indicator will be set once the override code is sent to the student. You may also update the Assigned Indicator manually if you give the code to a student verbally or via a separate email. This will prevent distributing the same code to two different students. Simply click the Assigned Indicator check box and click the Update Assigned Status button.

Faculty – To create override codes in Banner Web

Slide 9

Registration Code	Assigned To	Date	Assigned	Used By
86V47E	Faculty, Emma	23-AUG-13	<input type="checkbox"/>	
89E9TS	Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	
9PT0YP	Faculty, Emma	23-AUG-13	<input type="checkbox"/>	
DKFWMI	Faculty, Emma	23-AUG-13	<input checked="" type="checkbox"/>	Undergrad, Marlene
FU24JE	Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	
Y1F51E	Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	
YFRYRJ	Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	

Showing 1 to 10 of 10 entries

◀ Previous Next ▶

Update Assigned Status

RELEASE: 0.5.0

Trusted sites

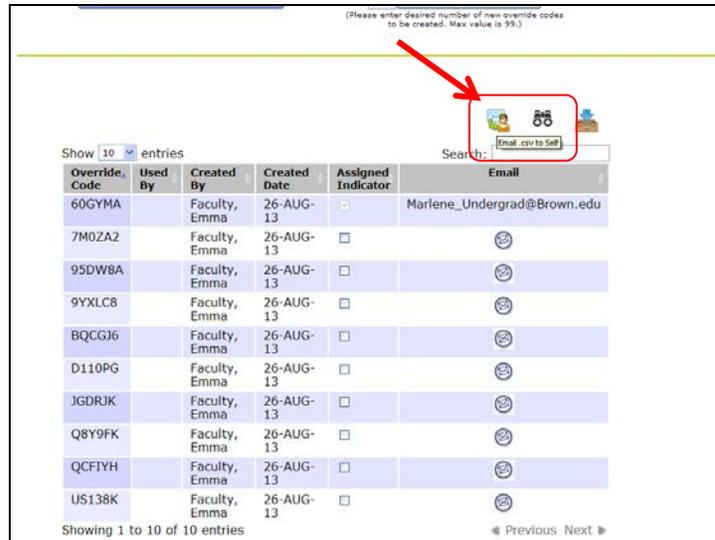
9

When a student uses a registration code, the student's name will appear in the Used By column so you may track distribution and usage.

Faculty – To create override codes in Banner Web

Slide 10

(Please enter desired number of new override codes to be created. Max value is 99.)



Show 10 entries Search: [Email .csv to Self]

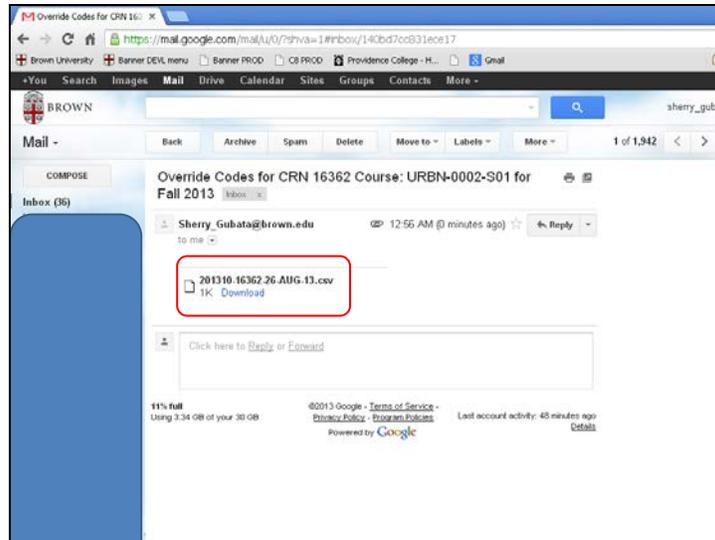
Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	Marlene_Undergrad@Brown.edu
7MOZA2		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
9SDW8A		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
9YXLC8		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
BQCGJ6		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
D110PG		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
JGDRJK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
Q8Y9FK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
QCFIYH		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
US138K		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	

Showing 1 to 10 of 10 entries Previous Next

You may use the icons to email a .csv file to yourself for distribution. Click the various icons to activate your choices for download and distribution.

Faculty – To create override codes in Banner Web

Slide 11

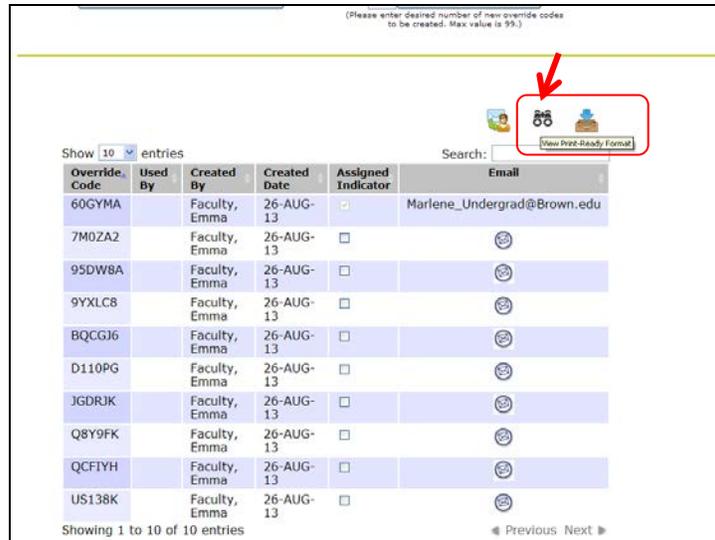


Csv file will be delivered to your Brown Email account.

Faculty – To create override codes in Banner Web

Slide 12

(Please enter desired number of new override codes to be created. Max value is 99.)



Search:

Show 10 entries

Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13	<input checked="" type="checkbox"/>	Marlene_Undergrad@Brown.edu
7MOZA2		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
95DW8A		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
9YXLC8		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
BQCGJ6		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
D110PG		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
JGDRJK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
Q8Y9FK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
QCFIYH		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
US138K		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	

Showing 1 to 10 of 10 entries

Previous Next

You may use the binoculars to view a print-ready sheet of override codes that can be handed out to students during class.

Faculty – To create override codes in Banner Web

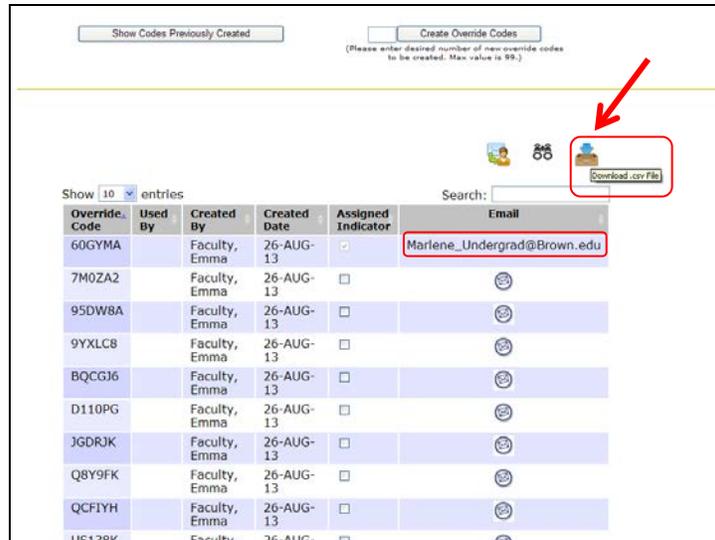
Slide 13

Term: 201110 CRN: 16362 URBN 0002 501 Code: FYXLCE Faculty: Faculty, Emma Student:	Term: 201110 CRN: 16362 URBN 0002 501 Code: FYXLCE Faculty: Faculty, Emma Student:
Term: 201110 CRN: 16362 URBN 0002 501 Code: US138K Faculty: Faculty, Emma Student:	Term: 201110 CRN: 16362 URBN 0002 501 Code: US138K Faculty: Faculty, Emma Student:
Term: 201110 CRN: 16362 URBN 0002 501 Code: JGDRJK Faculty: Faculty, Emma Student:	Term: 201110 CRN: 16362 URBN 0002 501 Code: JGDRJK Faculty: Faculty, Emma Student:
Term: 201110 CRN: 16362 URBN 0002 501 Code: OCT1VH Faculty: Faculty, Emma Student:	Term: 201110 CRN: 16362 URBN 0002 501 Code: OCT1VH Faculty: Faculty, Emma Student:
Term: 201110 CRN: 16362 URBN 0002 501 Code: D110PG Faculty: Faculty, Emma Student:	Term: 201110 CRN: 16362 URBN 0002 501 Code: D110PG Faculty: Faculty, Emma Student:
Term: 201110 CRN: 16362 URBN 0002 501 Code: BQCC36 Faculty: Faculty, Emma Student:	Term: 201110 CRN: 16362 URBN 0002 501 Code: BQCC36 Faculty: Faculty, Emma Student:
Term: 201110 CRN: 16362 URBN 0002 501	Term: 201110 CRN: 16362 URBN 0002 501

Print-ready override codes can be printed, distributed, then used as a recording device for distribution of the override codes.

Faculty – To create override codes in Banner Web

Slide 14



The screenshot shows the Banner Web interface for creating override codes. At the top, there are two buttons: "Show Codes Previously Created" and "Create Override Codes". Below the "Create Override Codes" button is a note: "(Please enter desired number of new override codes to be created. Max value is 99.)".

Below the buttons, there is a search bar and a "Download .csv File" button, which is highlighted with a red box and a red arrow pointing to it. The "Download .csv File" button is located in the top right corner of the table area.

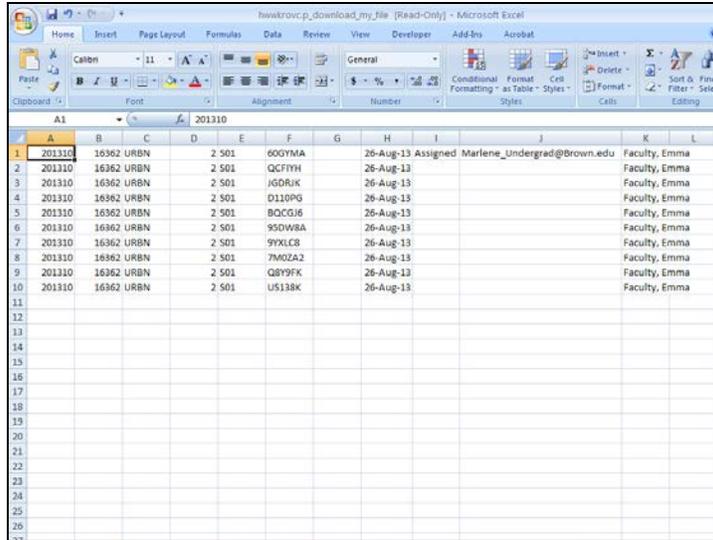
The table below shows a list of override codes. The first row is highlighted in blue. The email address "Marlene_Undergrad@Brown.edu" is highlighted in red in the "Email" column.

Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
60GYMA		Faculty, Emma	26-AUG-13	<input checked="" type="checkbox"/>	Marlene_Undergrad@Brown.edu
7M0ZA2		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
95DW8A		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
9YXLC8		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
BQCGJ6		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
D110PG		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
JGDRJK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
Q8Y9FK		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
QCFIYH		Faculty, Emma	26-AUG-13	<input type="checkbox"/>	
US138K		Faculty	26-AUG-	<input type="checkbox"/>	

Select this icon to download your own .csv file directly from Banner Web.

Faculty – To create override codes in Banner Web

Slide 15



	A	B	C	D	E	F	G	H	I	J	K	L
1	201310	16362	URBN	2	501	60GYMA		26-Aug-13	Assigned	Marlene_Undergrad@Brown.edu	Faculty, Emma	
2	201310	16362	URBN	2	501	QCFTYH		26-Aug-13			Faculty, Emma	
3	201310	16362	URBN	2	501	JGDRJK		26-Aug-13			Faculty, Emma	
4	201310	16362	URBN	2	501	D110PG		26-Aug-13			Faculty, Emma	
5	201310	16362	URBN	2	501	BQCGJ6		26-Aug-13			Faculty, Emma	
6	201310	16362	URBN	2	501	95DW8A		26-Aug-13			Faculty, Emma	
7	201310	16362	URBN	2	501	9YXLC8		26-Aug-13			Faculty, Emma	
8	201310	16362	URBN	2	501	7M0ZA2		26-Aug-13			Faculty, Emma	
9	201310	16362	URBN	2	501	GB9YFK		26-Aug-13			Faculty, Emma	
10	201310	16362	URBN	2	501	US138K		26-Aug-13			Faculty, Emma	
11												
12												
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26												

You may have to adjust some of the column widths for your browser and display.

Faculty – To create override codes in Banner Web

Slide 16

Buttons: Show Codes Previously Created, Create Override Codes (Please enter desired number of new override codes to be created. Max value is 99.)

Show 10 entries

Override Code	Used By	Created By	Created Date	Assigned Indicator	Email
86V47E		Faculty, Emma	23-AUG-13	<input type="checkbox"/>	
9PT0YP		Faculty, Emma	23-AUG-13	<input type="checkbox"/>	
0QFC5L		Faculty, Emma	23-AUG-13	<input checked="" type="checkbox"/>	
2DN210		Faculty, Emma	23-AUG-13	<input checked="" type="checkbox"/>	Josiah_Carberry@Brown.edu
DKFWMI	Undergrad, Mariene	Faculty, Emma	23-AUG-13	<input checked="" type="checkbox"/>	
6S1SYL		Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	
89E9TS		Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	
FU24JE		Gubata, Sherry T	23-AUG-13	<input checked="" type="checkbox"/>	
Y1F51E		Gubata,	23-AUG-	<input checked="" type="checkbox"/>	

You can use the column header filters to display the override codes in a way that suits your purpose. Sorting by assigned Indicator will group all those that have not been assigned in one place. Filtering by 'Used By' will force those codes that have been assigned to the bottom of the list. Please note that override codes may be created by another instructor assigned to the course. To avoid confusion and possible duplication, you should assign only the codes that are listed with your name in the Created By column.