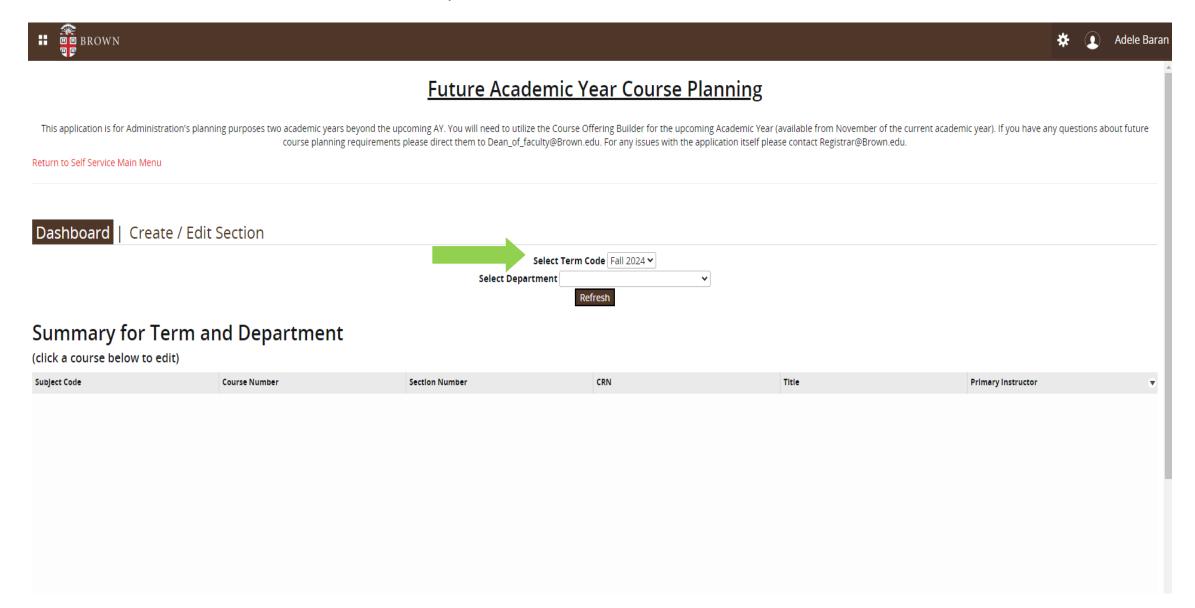
Log in to Self-Service Banner with your Shibboleth Credentials

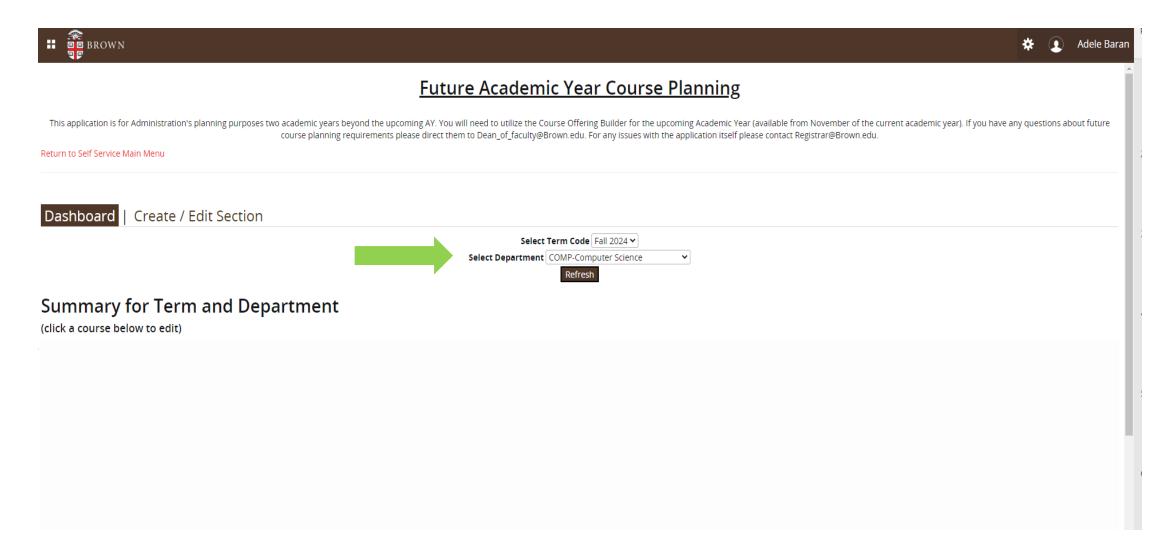
https://selfservice.brown.edu

Select Future Year Planning Tool

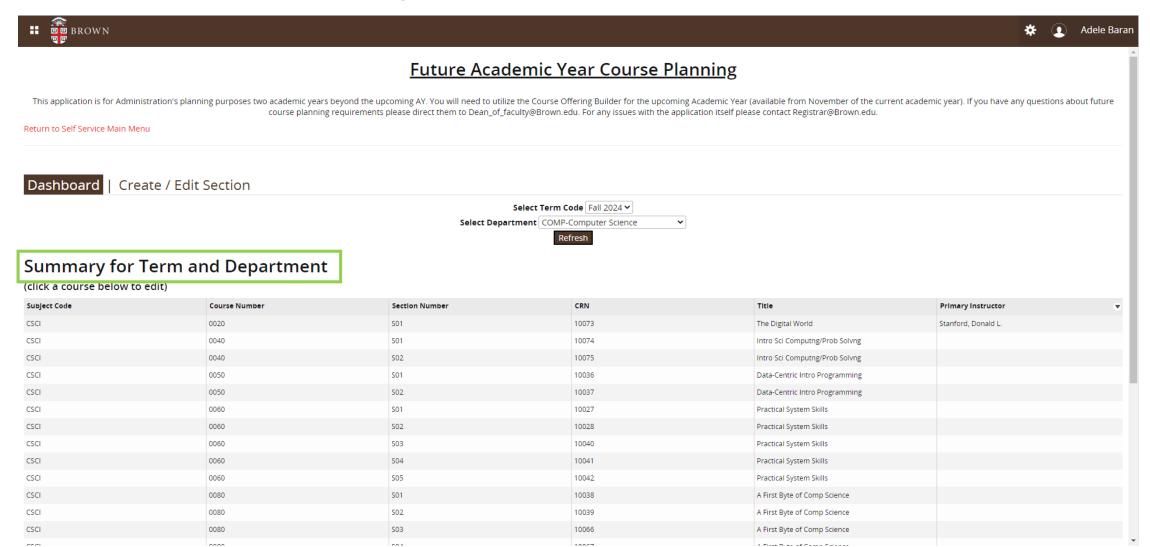
In the Dashboard - use the dropdown menu to Select Term Code



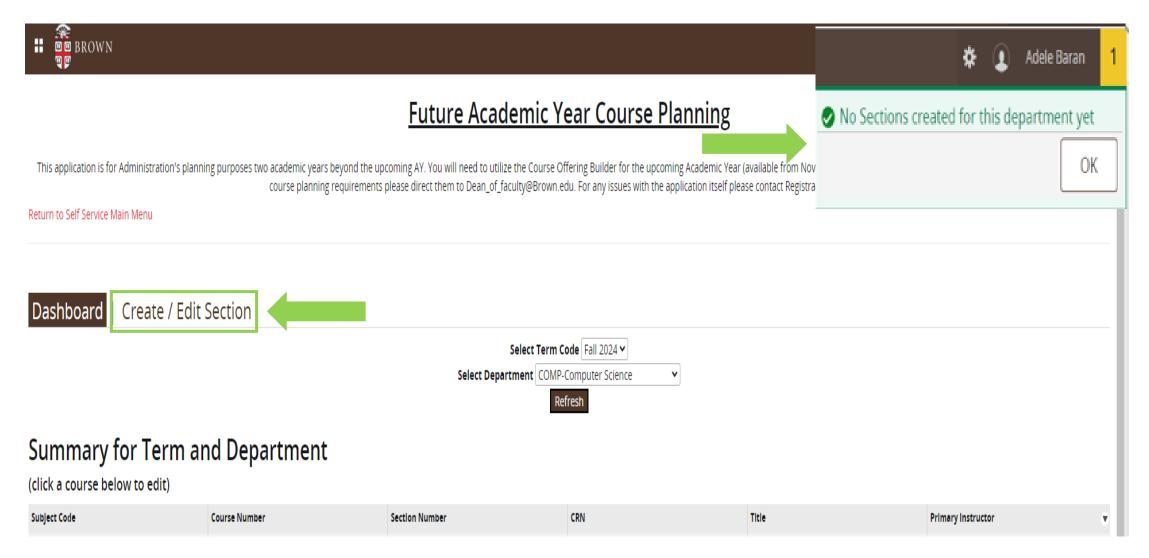
Use the dropdown menu to **Select Department** (only your Department(s) will be available to select)



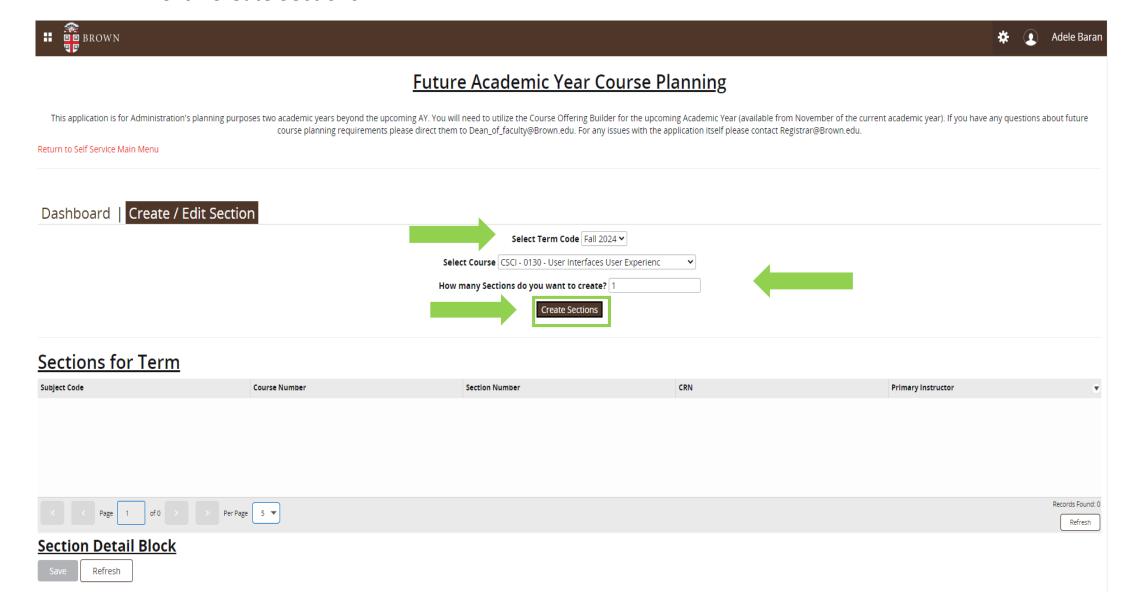
If courses have already been created, they will be listed in the Summary for Term and Department (should you wish to edit a previously created section you need only double click on the course, otherwise go to create/edit sections)



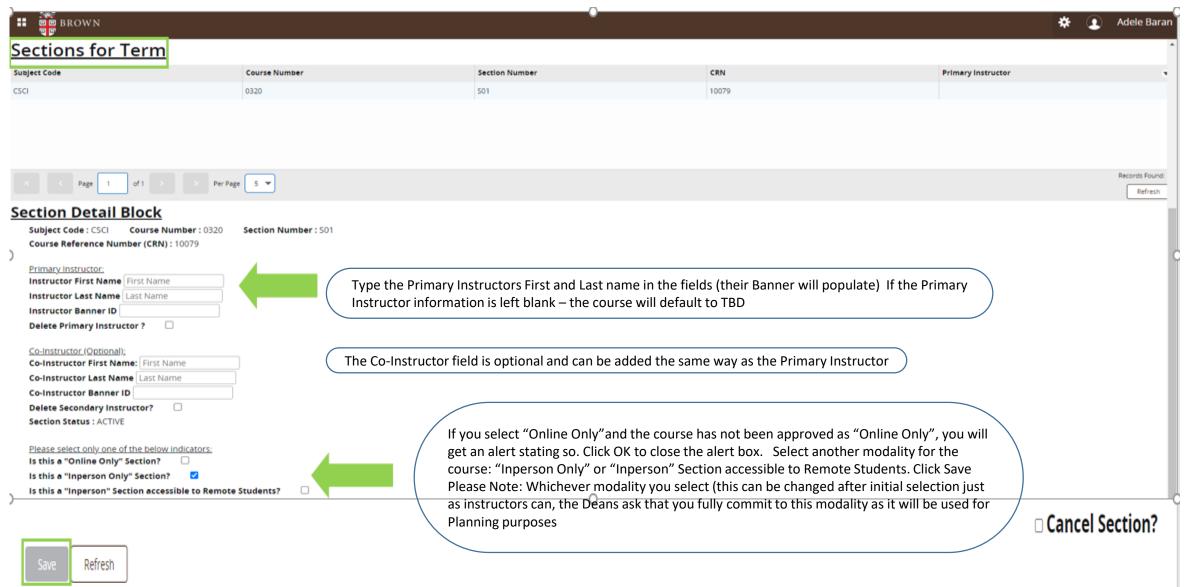
If courses have not been created, you will get an alert stating so. Click OK to close the alert box. Select **Create/Edit Section** to begin.



- Select a course from the dropdown menu to create
- Enter the number of sections to create
- Click Create Sections



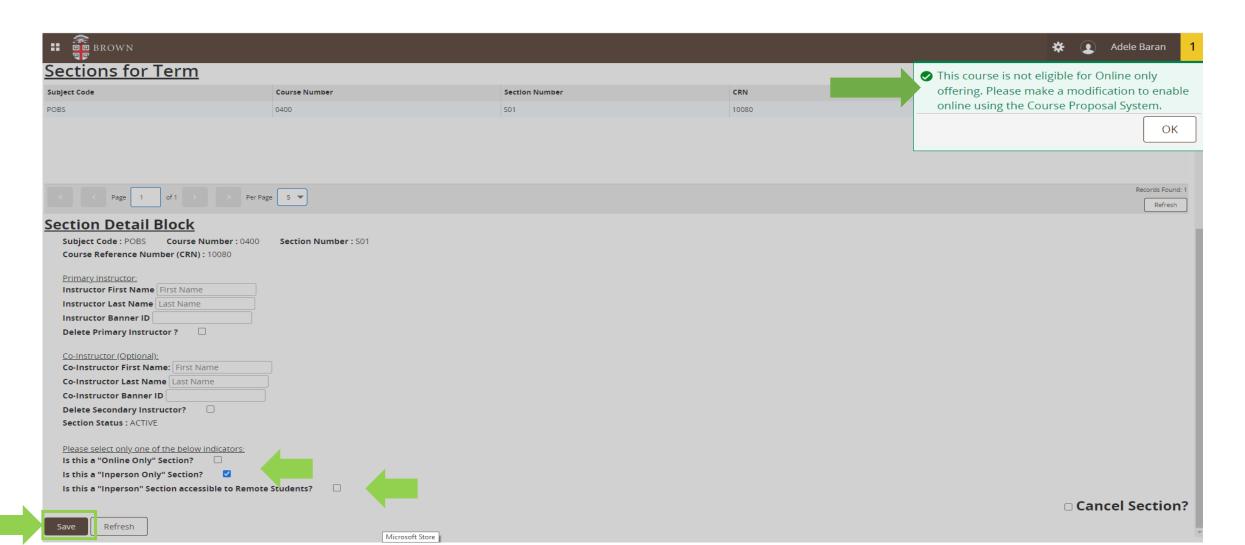
The course(s) you created will be listed under Sections for Term. Click on the course (the course will be slightly highlighted) to add the course details in the Section Detail Block. Once you're done, click Save (*note you can edit these selections later if necessary*)



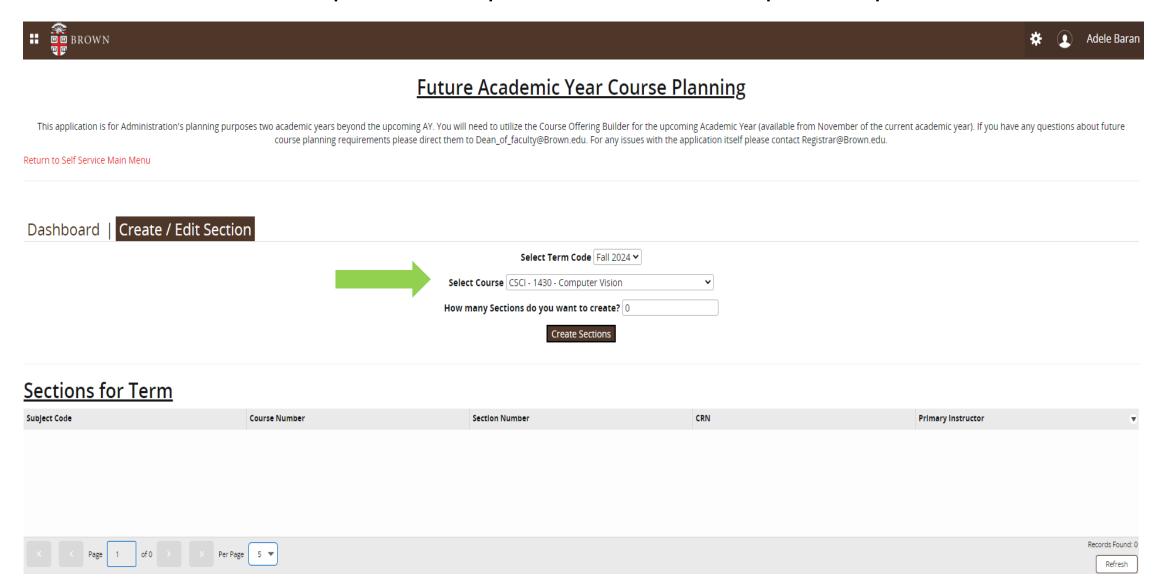
If you select "Online Only" and the course has not been approved as "Online Only", you will get an alert stating so. Click OK to close the alert box.

Select another modality for the course: "Inperson Only" or "Inperson" Section accessible to Remote Students. Click Save

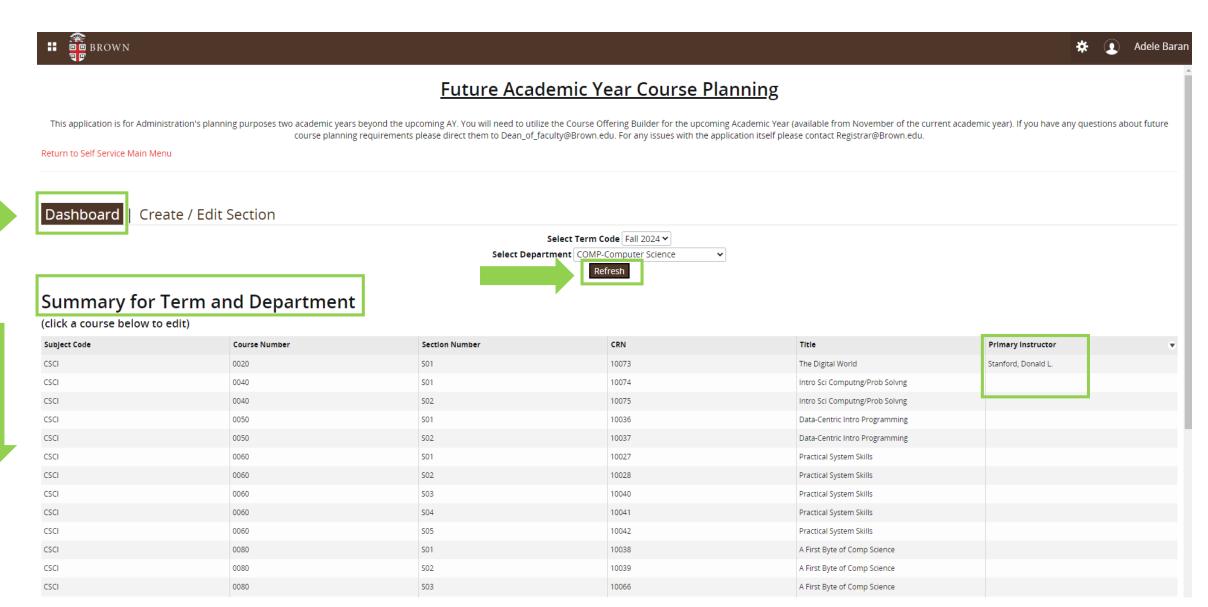
Please Note: Whichever modality you select (this can be changed after initial selection just as instructors can, the Deans ask that you fully commit to this modality as it will be used for Planning purposes



If no updates are needed, you can select another course from the dropdown menu in **Select Course** and repeat the steps that were listed in prior steps



Once you complete create/edit of the course(s), you can go to the Dashboard and select Refresh The course(s) will be listed in the **Summary for Term and Department**If a primary instructor has been indicated, their name will be listed for the course. Again, should you wish to edit a created section you need only click on the desired course



To Cancel a course section:

You can edit a course from the **Dashboard** by double clicking on the course

This will bring you to the Create/Edit Section panel

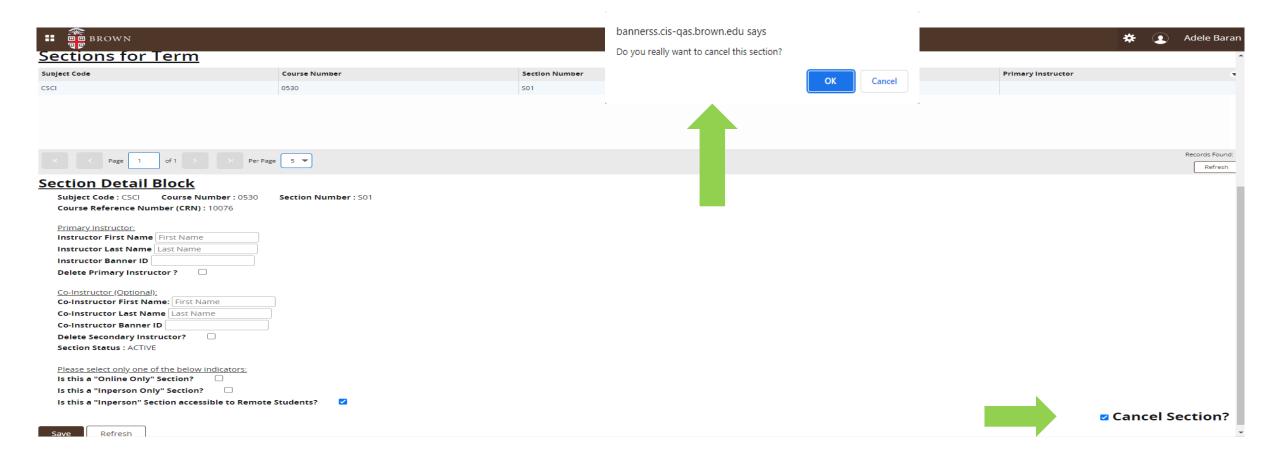
In **Section for Term** - Double click on the course to make updates

Select Cancel Selection? - Click Save

You will get an alert asking "Do you really want to cancel this section?" If yes, select OK; if no, select cancel

Once the course has been cancelled, it will be removed from the Dashboard and from Banner

You do not need Department approval to cancel a course section



That's all that is required. You may edit your sections at any time until the future terms become available in the Course Offering Builder (typically late fall for an upcoming academic year). However, as this is used for planning purposes with the relevant deans they ask that you commit to the modalities as stated as it will be used for University and student planning in the future.

Once the future terms become available in the COB it will pre-populate many core details of the sections you build in this tool, so that you may fill in critical details such as meeting time, enrollment limits, Instructor override required, registration restrictions, and linked discussion sections, labs, etc.