MIAMI

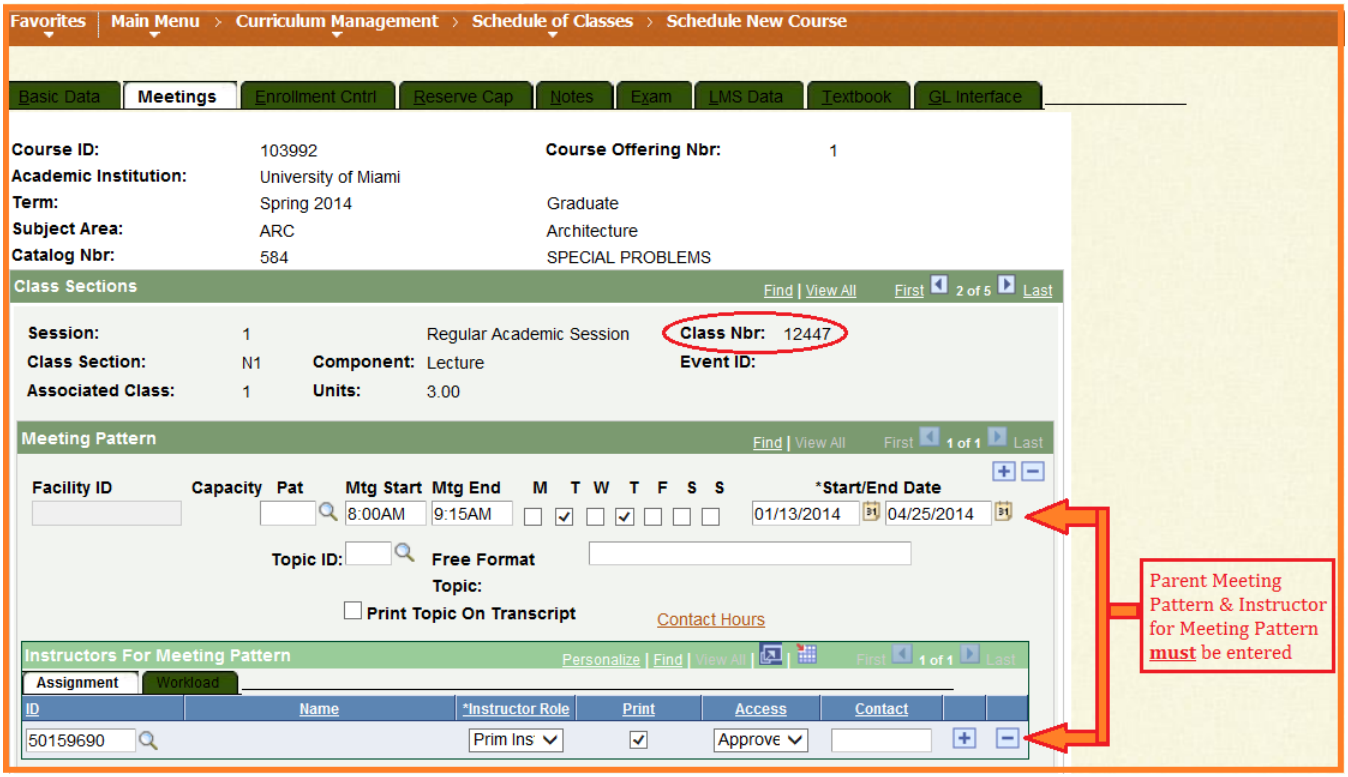
OFFICE OF
CLASSROOM MANAGEMENT

How to Combine Two or More Course Sections in CaneLink

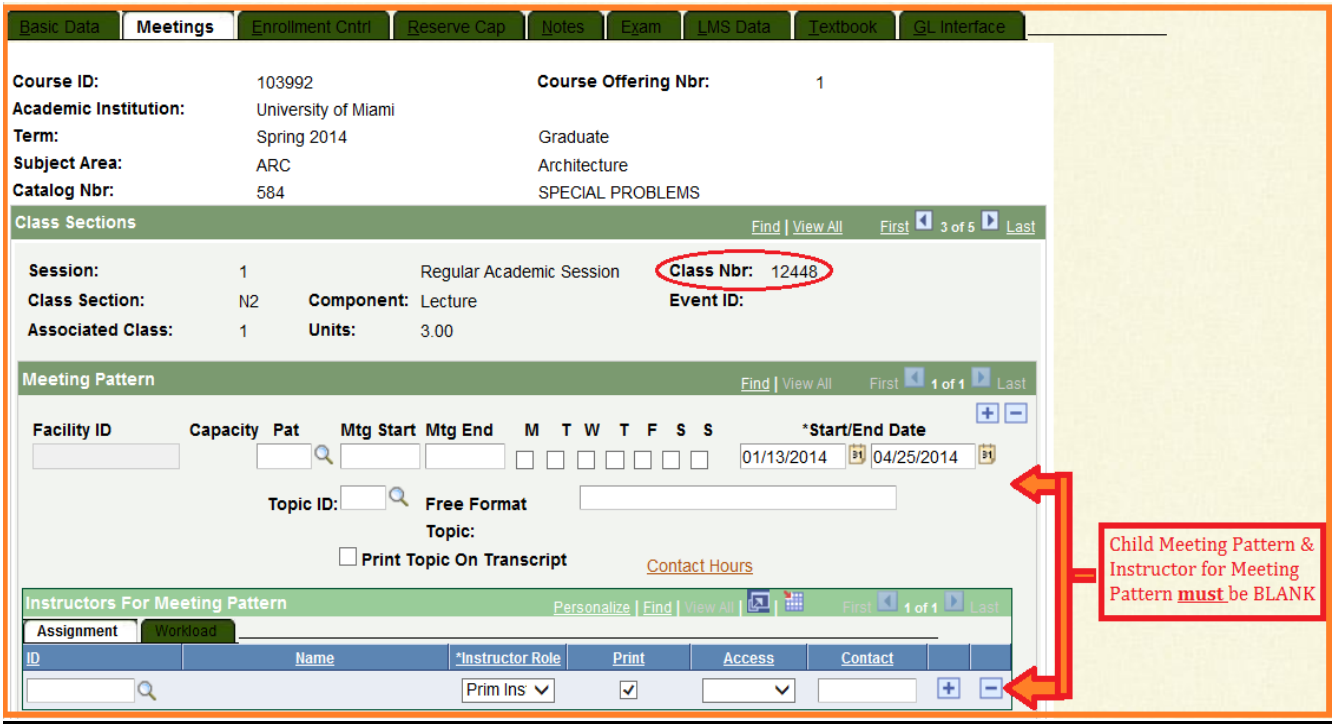
Before you get started:

- If the combined course sections will be assigned a department space (excluding GPC spaces), the owner of the department space must be the **PARENT** course section
- The **PARENT** department must be tasked with combining the course sections.
- Take note of both the parent and child **CLASS Nbr generated** given by the system when the section was **SAVED.**
    - Example:
        - **PARENT course section**
            - RED 630 5U class # is **13063**
        - **CHILD course section**
            - ARC 584 5U class # is **13064**

- **First course section** (called the **PARENT**) **must have** the meeting pattern and instructor for meeting pattern information entered. For example, **RED 630 5U**

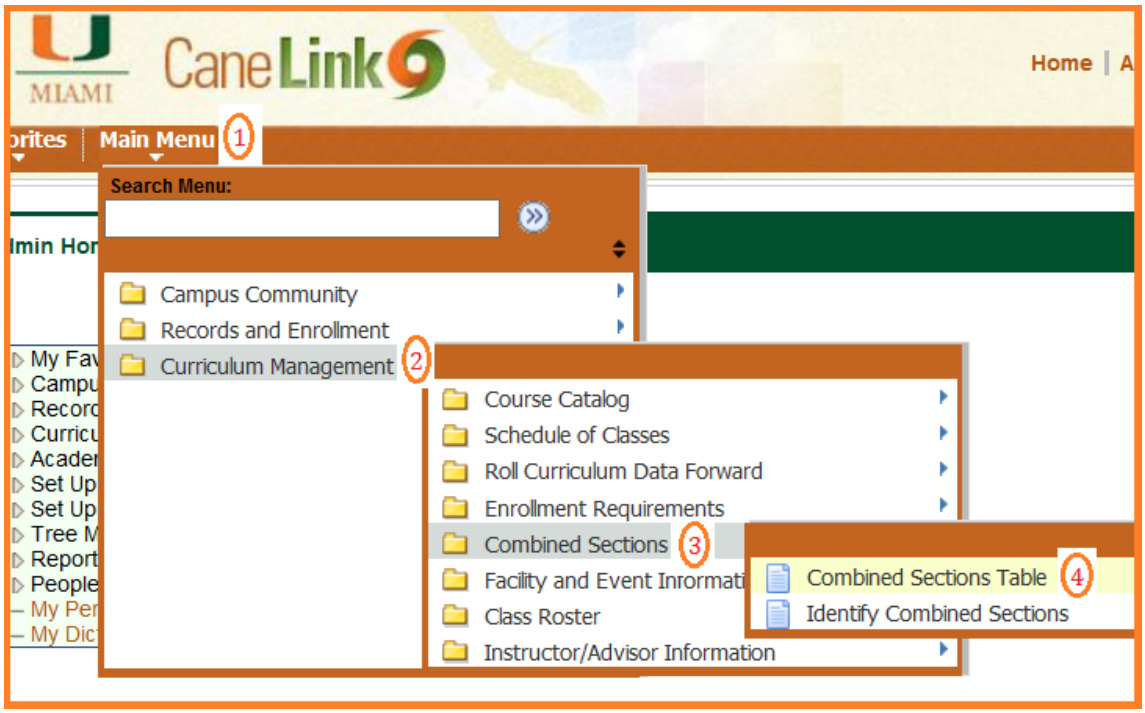


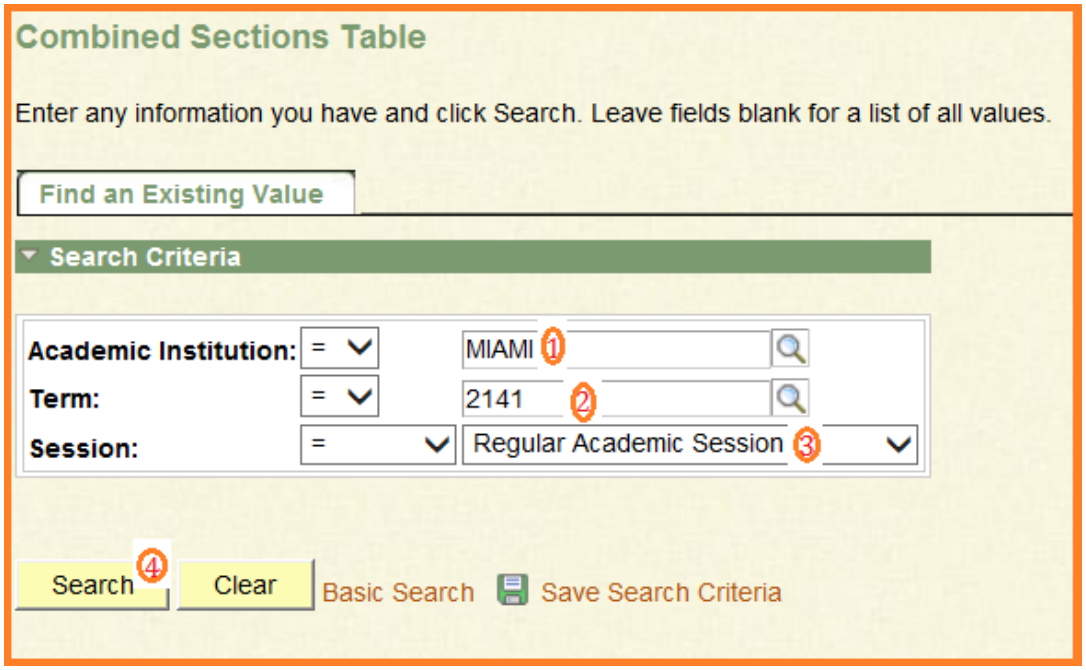
- **Second course section** (called the **CHILD**) **cannot have** the meeting pattern and instructor for meeting pattern information entered. There can be more than one CHILD section. For example, **ARC 584 5U**

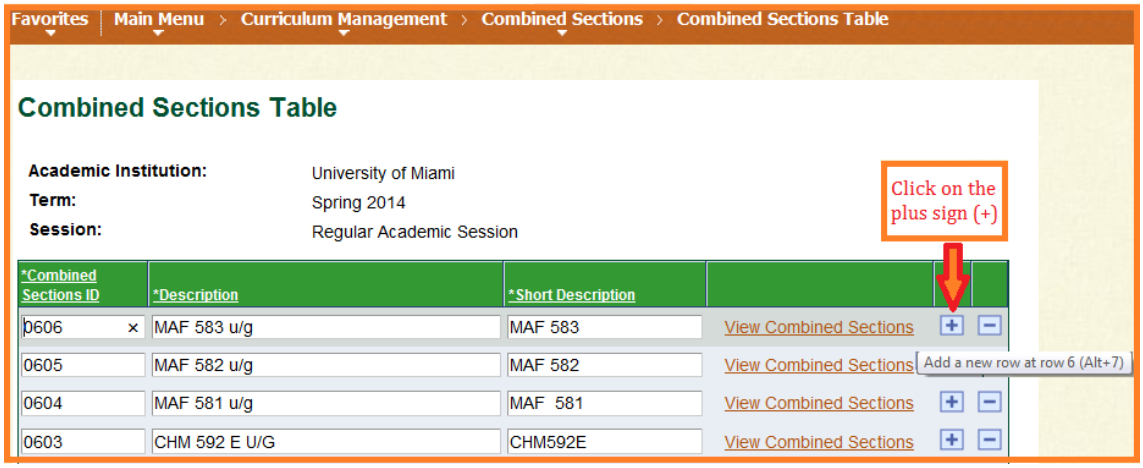
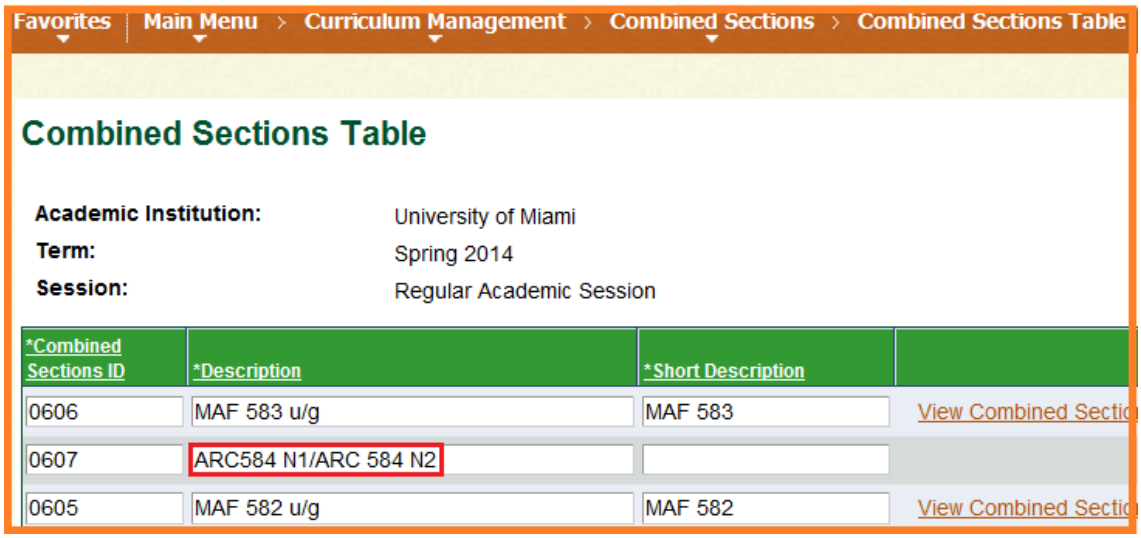


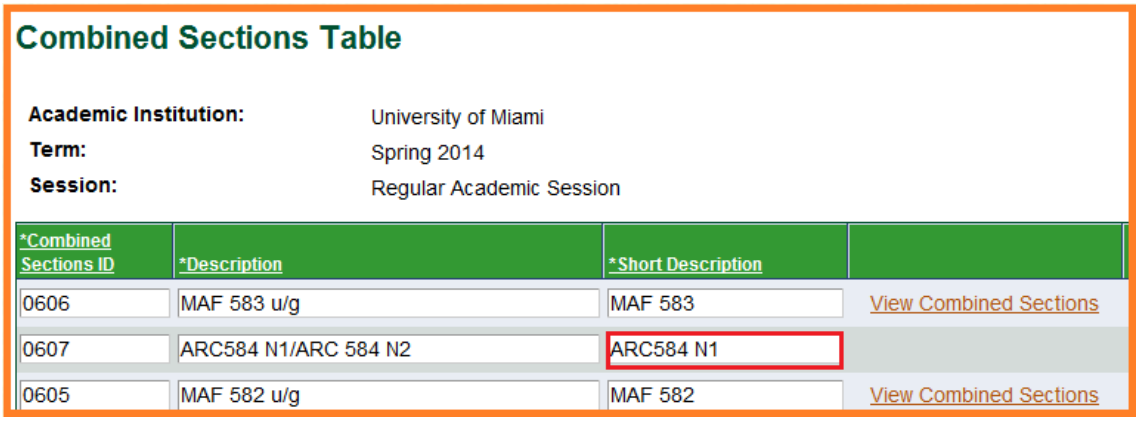
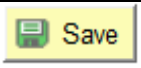
Let's get started

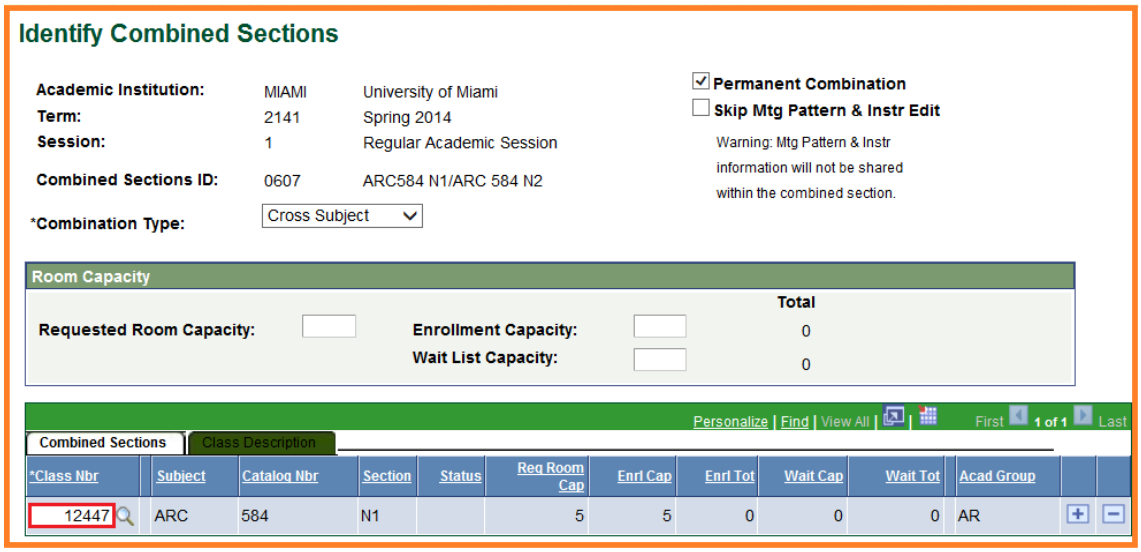
Now that you have verified information showing for your Parent and Child course sections, please use the step-by-step instructions below to combine them.

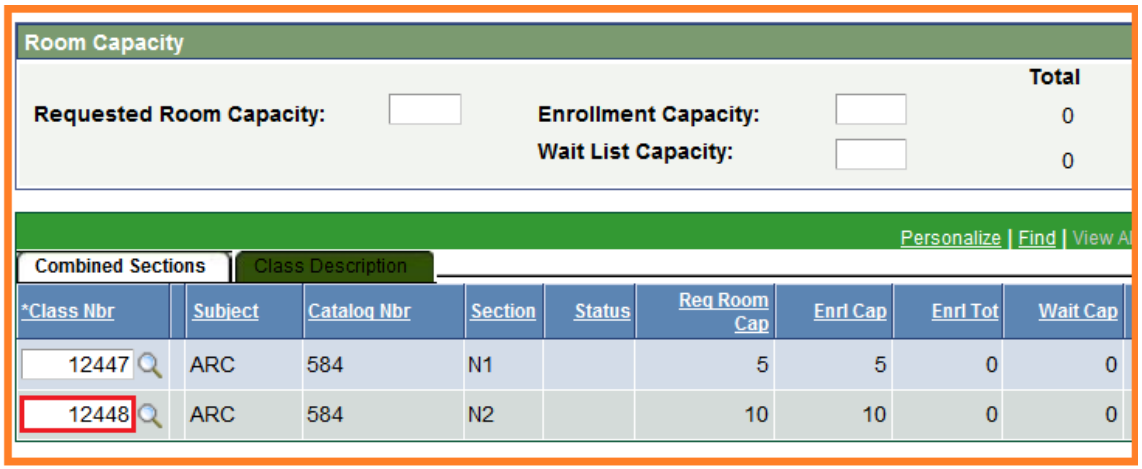
Step	Action and Print Screen
A	Log into CaneLink
B	**Follow the breadcrumb:** Main Menu → Curriculum Management → Combined Section → **Combined Section Table**
	

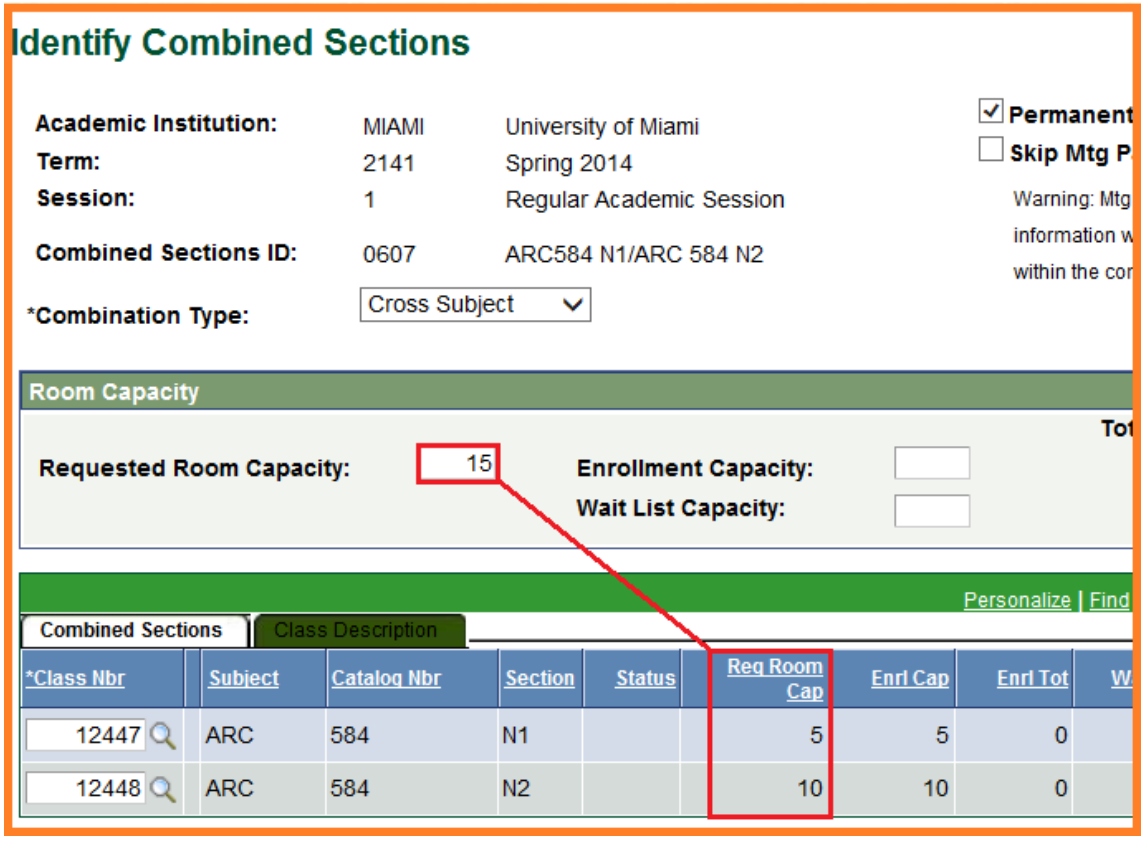
C	Enter the following information under the Search Criteria: ✓ **Academic Institution:** MIAMI ✓ **Term:** e.g. 2141 ✓ **Session:** e.g. Regular Academic Session Then click **Search**
	

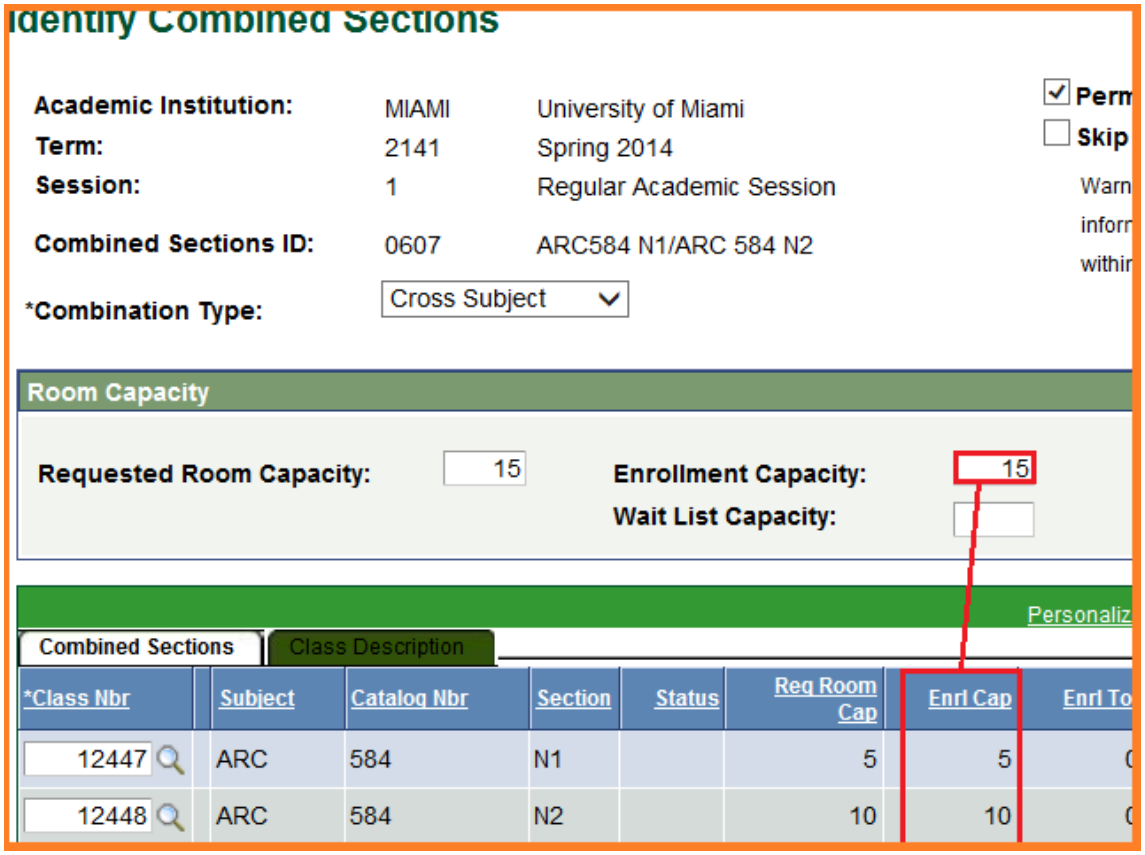
D	In the Combined Sections Table page, click the **plus sign (+)** to create a new row
	
E	In the **Description** field: ✓ Enter the two (2) or more course section Subject Area/Catalog Nbr.
	

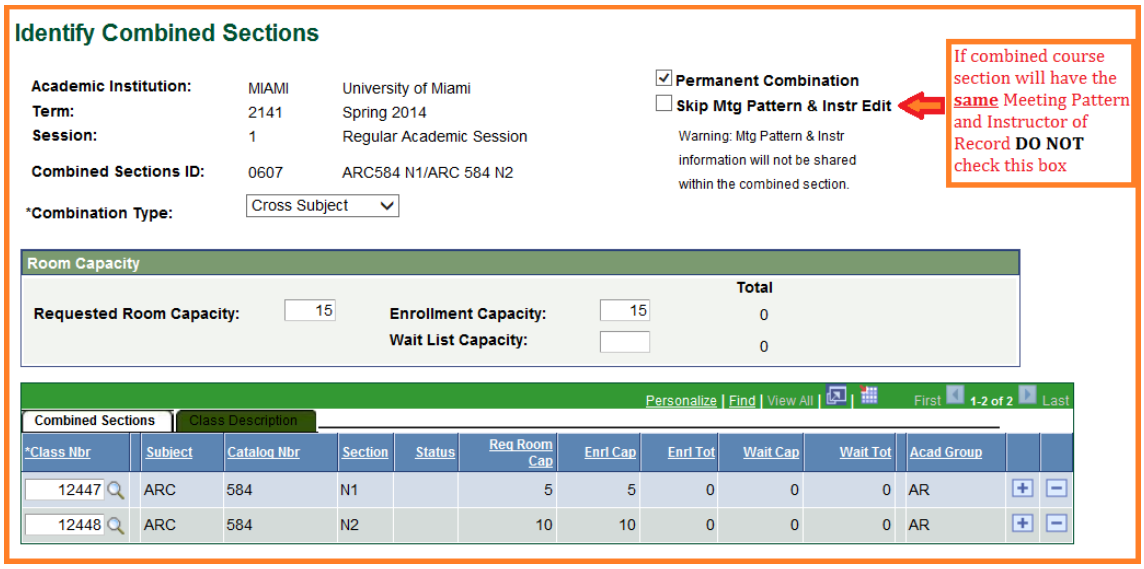
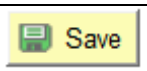
G	In the **Short Description** field ✓ Enter the **PARENT** course section Subject Area/Catalog Number *Remember that the **PARENT** is the course section which has the meeting pattern information
	 **Combined Sections Table** **Academic Institution:** University of Miami **Term:** Spring 2014 **Session:** Regular Academic Session *Combined Sections ID | *Description | *Short Description 0606 | MAF 583 u/g | MAF 583 | View Combined Sections 0607 | ARC584 N1/ARC 584 N2 | ARC584 N1 0605 | MAF 582 u/g | MAF 582 | View Combined Sections
H	Click **SAVE** 
I	Click the **View Combined Section** link
J	 *Combined Sections ID | *Description | *Short Description 0606 | MAF 583 u/g | MAF 583 | View Combined Sections 0607 | ARC584 N1/ARC 584 N2 | ARC584 N1 | View Combined Sections

K	In the **Class NBR** field ✓ Enter the Class Number of the **PARENT** course section e.g. "**12447**" ✓ Hit the *Tab* button on your keyboard to auto populate the remaining fields in the row or click your mouse anywhere outside of the *Remember that the **PARENT** is the course section which has the meeting pattern information
	
L	Click on the **plus sign (+)** to create a new row

M	In the **Class NBR** field ✓ Enter the Class Number of the **CHILD** course section e.g. "**12448**" ✓ Hit the *Tab* button on your keyboard to auto populate the remaining fields in the row or click your mouse anywhere outside of the *Remember that the **CHILD** is the course section which has no meeting pattern information
	
N	Repeat steps **L-M** for any additional **CHILD** courses

o	In the **Requested Room Capacity** field ✓ Enter the **Combined Total Number** of the requested room capacities for **all** course sections ✓ E.g. 5+10=15
	

P	In the **Enrollment Capacity** field ✓ Enter the **Combined Total Number** of the enrollment capacities for **all** course sections ✓ E.g. 5+10=15
	

Q	If the combined course section will have the **SAME** Meeting Pattern and Instructor of Record **DO NOT** check the "Skip Mtg. Pattern & Instr Edit" box. Conversely, if the combined course section will **NOT** have the same Meeting Pattern and Instructor of Record **DO** check the "Skip Mtg. Pattern & Instr Edit" box.
	
R	Click **SAVE** 
S	**Congratulations,** you have combined two or more course sections. **End of Procedure.**