How to Flag a Course Section to Schedule a Final Exam in CaneLink

(Yes or No)

What does the CaneLink Final Exam Flag mean?

- **YES** means that your course section will have a final that needs to be scheduled
- **NO** means that your course section will **not** have a final exam therefore nothing needs to be scheduled

Before you get started

- Course section for the term **must** be entered in CaneLink. E.g. **CIS 150 JY**
- A course can have one or more “Associated Class”; therefore you **must** review each Class Associated Component and select the appropriate flag.

Reminder:

Rule #2 of the Final Exam Scheduling Protocol states the following course components **MUST** be flagged **“NO”**:

1. Discussion
2. Thesis/Individual Study
3. Forums
4. Private Music Lesson
5. Distance Learning
6. Practicum
7. Clinical Rotation
8. ICA Ungraded Credit
<table>
<thead>
<tr>
<th>Step</th>
<th>Action and Print Screen</th>
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<tbody>
<tr>
<td>A</td>
<td>Log into CaneLink</td>
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</table>
| B    | **Follow the breadcrumb:**  
|      | Main Menu → Curriculum Management → Schedule of Classes → Adjust Class Associations |

![Diagram of CaneLink interface showing steps A and B.]
Enter the following information under the Search Criteria:

- **Academic Institution**: MIAMI
- **Term**: e.g. 2141
- **Subject Area**: e.g. CIS
- **Catalog Nbr**: 150

Then click **Search**
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<td>D</td>
<td>click <strong>Class Components</strong> tab</td>
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![Image of CaneLink 9 interface with Class Components tab highlighted]
A course can have one or more “Associated Class”; therefore you **must** review each *Class Associated Component*.
Under the **Class Components** box

- Select the appropriate flag (Yes or No) from the drop down menu for each course component

Ex: **Lecture** course section has **YES** selected for Final Exam
<table>
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<tr>
<th>G</th>
<th>Click <strong>SAVE</strong></th>
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<tbody>
<tr>
<td>E</td>
<td><strong>Congratulations</strong>, you have flagged a course section to schedule a Final Exam.</td>
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<tr>
<td></td>
<td><strong>End of Procedure.</strong></td>
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