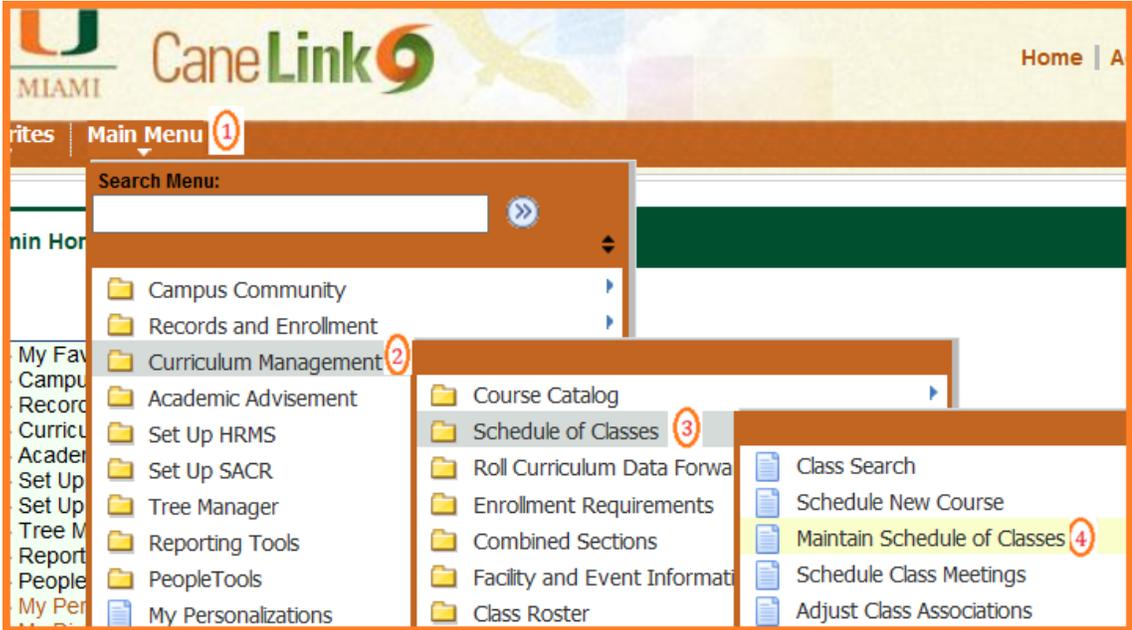


## How to Update the Term END Date for a “Single” Course Section

| Step | Action and Print Screen  |
|------|--|
| A    | Log into CaneLink  |
| B    | <p><b>Follow the breadcrumb:</b></p> <p>Main Menu → Curriculum Management → Schedule of Classes →<br/> <b>Maintain Schedule of Classes</b></p>   |
|      |  <p>The screenshot shows the CaneLink interface with the following navigation steps highlighted by red circles:</p> <ul style="list-style-type: none"> <li>1. Click on <b>Main Menu</b> in the top navigation bar.</li> <li>2. Click on <b>Curriculum Management</b> in the dropdown menu.</li> <li>3. Click on <b>Schedule of Classes</b> in the second-level dropdown menu.</li> <li>4. Click on <b>Maintain Schedule of Classes</b> in the third-level dropdown menu.</li> </ul> |



# OFFICE OF CLASSROOM MANAGEMENT

C

Using an example of course *ENG 106 A1 (class# 6073)* enter the following information under the Search Criteria:

- ✓ **Academic Institution:** MIAMI
- ✓ **Term:** e.g. 2141
- ✓ **Subject Area:** ENG
- ✓ **Catalog Nbr:** e.g. 106

Then click **Search**

## Maintain Schedule of Classes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

### Search Criteria

|                       |             |   |       |   |   |
|-----------------------|-------------|---|-------|---|---|
| Academic Institution: | =           | ▼ | MIAMI | 1 | 🔍 |
| Term:                 | =           | ▼ | 2141  | 2 | 🔍 |
| Subject Area:         | =           | ▼ | ENG   | 3 | 🔍 |
| Catalog Nbr:          | begins with | ▼ | 106   | 4 |   |
| Academic Career:      | =           | ▼ |       |   | ▼ |
| Campus:               | begins with | ▼ |       |   | 🔍 |
| Description:          | begins with | ▼ |       |   |   |
| Course ID:            | begins with | ▼ |       |   | 🔍 |
| Course Offering Nbr:  | =           | ▼ |       |   | 🔍 |

Case Sensitive

Search

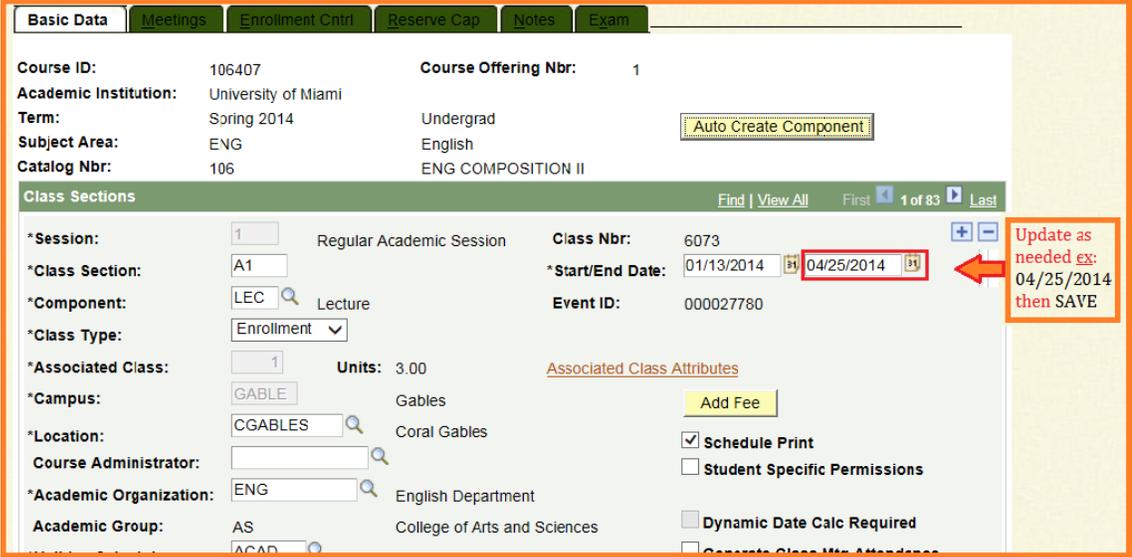
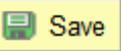
5

Clear

Basic Search



Save Search Criteria

|                 |  |
|-----------------|--|
| <p><b>D</b></p> | <p>Click on the <b>Basic Data</b> tab for the course section in question</p> <p>✓ Update the END Date as needed<br/>ex: from 04/26/2014 to 04/25/2014</p> <p>Then click <b>SAVE</b></p> <p>*Be sure you are working on the right Section</p> |
|                 |   |
| <p><b>E</b></p> | <p>Click <b>SAVE</b> </p>   |



# OFFICE OF CLASSROOM MANAGEMENT

**F**

Click on the **Meetings** tab for the course section in question

- ✓ Update the END Date as needed  
ex: from 04/26/2014 to 04/25/2014

Then click **SAVE**

\*Be sure you are working on the right Section

The screenshot displays the 'Meetings' tab for a course section. The course details are as follows:

- Course ID: 106407
- Academic Institution: University of Miami
- Term: Spring 2014
- Subject Area: ENG
- Catalog Nbr: 106
- Course Offering Nbr: 1
- Undergrad
- English
- ENG COMPOSITION II

The Class Sections table shows:

| Session: | Class Section: | Component: | Class Nbr: |
|----------|----------------|------------|------------|
| 1        | A1             | Lecture    | 6073       |

The Meeting Pattern table shows:

| Facility ID | Capacity | Pat | Mtg Start | Mtg End | M                                   | T                        | W                                   | T                        | F                                   | S                        | S                        | *Start/End Date         |
|-------------|----------|-----|-----------|---------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------|
| 83120       | 27       | MWF | 8:00AM    | 8:50AM  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 01/13/2014 - 04/25/2014 |

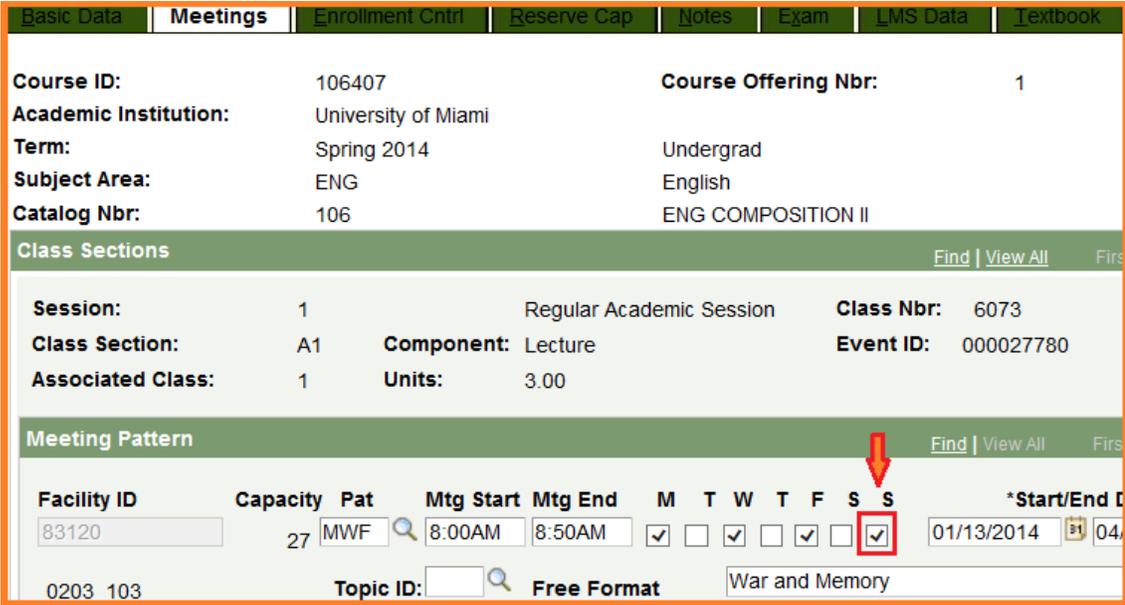
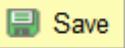
The Topic is 'War and Memory'. The Instructors For Meeting Pattern table shows:

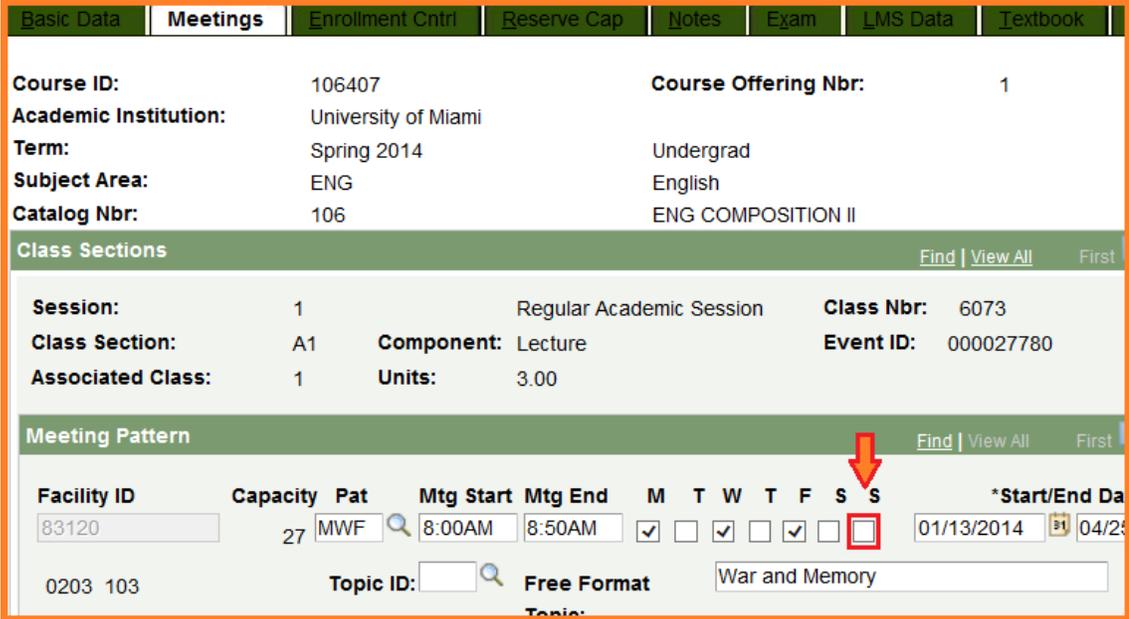
| ID        | Name             | *Instructor Role | Print                               | Access  | Contact |
|-----------|------------------|------------------|-------------------------------------|---------|---------|
| 123456789 | 'Cane, Sebastian | Prim Ins         | <input checked="" type="checkbox"/> | Approve |         |

A red box highlights the 'Start/End Date' field in the Meeting Pattern table, with a red arrow pointing to it from a text box that says 'Update as needed ex: 04/25/2014 then SAVE'.



# OFFICE OF CLASSROOM MANAGEMENT

| <b>G</b>    | <p>Make a NULL change to the Meeting Pattern in order to trigger an update to 25Live</p> <p>✓ Check the box to add Sunday as part of the meeting days</p>   |             |           |         |                                     |                          |                                     |                          |                                     |                          |                                     |                  |   |              |       |    |     |        |        |                                     |                          |                                     |                          |                                     |                          |                                     |                  |
|-------------|---|-------------|-----------|---------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|------------------|---|--------------|-------|----|-----|--------|--------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|-------------------------------------|------------------|
|             |  <p>The screenshot shows the 'Meetings' tab selected. The 'Meeting Pattern' section is highlighted with a red border. A red arrow points to the 'S' checkbox in the 'S S' column, which is checked. The 'S' checkbox is also highlighted with a red box.</p> <table border="1"><thead><tr><th>Facility ID</th><th>Capacity</th><th>Pat</th><th>Mtg Start</th><th>Mtg End</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th><th>S</th><th>*Start/End D</th></tr></thead><tbody><tr><td>83120</td><td>27</td><td>MWF</td><td>8:00AM</td><td>8:50AM</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>01/13/2014 31 04</td></tr></tbody></table> | Facility ID | Capacity  | Pat     | Mtg Start                           | Mtg End                  | M                                   | T                        | W                                   | T                        | F                                   | S                | S | *Start/End D | 83120 | 27 | MWF | 8:00AM | 8:50AM | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 01/13/2014 31 04 |
| Facility ID | Capacity  | Pat         | Mtg Start | Mtg End | M                                   | T                        | W                                   | T                        | F                                   | S                        | S                                   | *Start/End D     |   |              |       |    |     |        |        |                                     |                          |                                     |                          |                                     |                          |                                     |                  |
| 83120       | 27  | MWF         | 8:00AM    | 8:50AM  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 01/13/2014 31 04 |   |              |       |    |     |        |        |                                     |                          |                                     |                          |                                     |                          |                                     |                  |
| <b>H</b>    | <p>Click <b>SAVE</b> </p>  |             |           |         |                                     |                          |                                     |                          |                                     |                          |                                     |                  |   |              |       |    |     |        |        |                                     |                          |                                     |                          |                                     |                          |                                     |                  |

|   |  |
|---|--|
| I | <p>✓ Now remove Sunday as part of the meeting days by unchecking the same box</p>  |
|   |   |
| J | <p>Click <b>SAVE</b> </p>                     |
| K | <p>When the interface runs, it should trigger an update from CaneLink to 25Live. Please check for the update after 24 hours.</p> |
| L | <p><b>Congratulations</b>, you have updated the Term END Date for a Single course section.</p> <p><b>End of Procedure.</b></p>   |