How to Modify Combined Sections in CaneLink

Before you get started:

- If the combined course sections have been assigned a department space (NOT a GPC space), meeting pattern (day/time), instructor name or any other change has to be done to the PARENT section.

- Keep in mind that PARENT course section needs to be the first course section entered in the system if you know that such course section will be combined with other sections.

- Do not know which section is the PARENT? Go to the Combined Section ID table and the first course section listed will be the PARENT one.

- If the combined course sections have a GPC assigned, DO NOT process any change. Send an email to ocm@miami.edu with record change information for our office to process it.

- Before you start processing changes for a combined section, MAKE sure you take note of the parent and child (or children) Class Nbr and Combined Sections ID Nbr generated by the system when sections were saved individually and then combined.

  - Example:
    - **PARENT** course section
      - MTH O99 TST1 class # is 10226
    - **CHILDREN** course sections
      - MTH O99 TST2 class # is 10227
      - MTH O99 TST3 class # is 10228
    - Combined Section ID # 0579
**PARENT** course section will always be the first class listed once the Combined Section ID Nbr is entered in the Identify Combined Sections screen.

Follow the breadcrumb below if in doubt about which course section is the **PARENT** one to process the change:

Main Menu>Course Management>Combined Sections>Identify Combined Sections

Type **Academic Term**

Select **Session**

Enter **Combined Sections ID number**

Click **Search**

First course section showing under Class Nbr. will be the **PARENT** course section
Please report any 25Live system issues to OCM via ocm@miami.edu, typing “25Live system issue” in the subject area. Include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.
Please report any 25Live system ISSUES to OCM via ocm@miami.edu typing “25Live system issue” in the subject area. Include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.

A new screen will open showing record information for the PARENT course section (MTH 099 TST1)
Notice a change in Meeting days for the **PARENT** section (MTH O99 TST1) from Tuesday/Thursday **to** Monday/Wednesday.
Click Save.
To verify that changes made to the PARENT section were applied to the CHILD or CHILDREN combined with such, check for updated information opening one of the CHILDREN sections; follow breadcrumb:

Main Menu>Curriculum Management>Schedule of Classes>Schedule Class Meetings

i.e., MTH 099 TST1 Parent

**MTH099 TST2 Child**
IMPORTANT NOTES:

You can make as many changes as needed to a course section before a facility ID/location/space has been assigned (during open access period). Changes can be made to the Meeting tab (days/times/dates, instructor’s name and/or access, adding a meeting pattern, etc), Enrollment Control tab (modifying Enrollment Cap, Room Capacity, Wait list number, etc.) and the Exam tab.

After scheduling process is run and location/space/facility show for the course sections in CaneLink, School Schedulers need to consider the following scenarios when making changes to your sections:

1) IF the Facility ID showing (classroom space/location) is a departmental/school space:

   1. **DO NOT** process any day/times changes in the system until you verify that space/location showing for the course section will be available for the new days/times.

   2. **Contact your School Scheduler** to verify the space availability or if a new room will have to be entered by School Scheduler in 25Live Scheduling System.

   3. **Proceed to make appropriate** changes in the Meetings tab to the meeting patterns (days/times), Start/End Dates and/or any other changes

   4. **Save**

2) IF the Facility ID showing (classroom space/location) is a General Purpose Classroom (GPC) space:

   ➢ **Submit your change immediately to the Office of Classroom Management via email to:** ocm@miami.edu

   **DO NOT** process Meeting Pattern changes (days/times/space) to course sections using GPC spaces.

Please report any 25Live system issues to OCM via ocm@miami.edu, typing “25Live system issue” in the subject area. Include in your email the following items: course-section(S), term, location information, a brief explanation of issue encountered and screen shots of the issue.
IMPORTANT REMINDER WHEN REMOVING/CHANGING A LOCATION IN 25LIVE:

If a department space is removed from a course section in 25Live Scheduling system and no other location is set to replace the original one, original location showing in CaneLink for such record WILL NOT be removed. As a result, course section will have no space showing in 25Live but will still show the wrong original location scheduled for the record in the CaneLink system.

To avoid situation described above:

A. Assign the new department location information for class section in 25Live and save the record.

B. If new location is unknown at the exact time the original location is removed, assign GPC-NORM to the course section and save the record.

Assigning GPC-NORM, will update location information in CaneLink, preventing wrong location to show for students/faculty/staff. Remember that GPC-NORM is a space holder.

C. If GPC_NORM was assigned to a course section and your department has decided on a space assignment for it, simply update the space assignment in 25Live from GPC-NORM to New location information and click save.