



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 099 TST1 class # is **10226**
 - **CHILDREN** course sections
 - MTH 099 TST2 class # is **10227**
 - MTH 099 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

Identify Combined Sections

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

Term: = 2148

Session: = Regular Academic Session

Combined Sections ID: begins with 0579

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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



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Identify Combined Sections

Academic Institution: MIAMI University of Miami
 Term: 2148 Fall 2014
 Session: 1 Regular Academic Session
 Combined Sections ID: 0579 MTH O99 TST1/TST2/TST3

Permanent Combination
 Skip Mtg Pattern & Instr Edit
 Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type: Within Subject

Room Capacity			Total
Requested Room Capacity:	<input type="text" value="25"/>	Enrollment Capacity:	<input type="text" value="25"/> 0
		Wait List Capacity:	<input type="text" value="300"/> 0

Personalize Find View All First 1-3 of 3 Last											
Combined Sections		Class Description									
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
10226	MTH	O99	TST1	Open	5	5	0	0	0	AS	+ -
10227	MTH	O99	TST2	Open	15	15	0	0	0	AS	+ -
10228	MTH	O99	TST3	Open	5	5	0	0	0	AS	+ -

[View Combined Sections Table](#)

Save Return to Search Notify

PARENT course section is identified in this case as having **Class Nbr 10226**

Select or take note of the **PARENT** Class Number listed (10226) and follow the following steps:

Click on the **Curriculum Management** tab

Click on the **Schedule of Classes** tab

Click on the **Schedule of Class Meetings**

Fill out information for: **Term, Session** and **Course ID** fields

Click Search



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Navigation: Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

Schedule Class Meetings

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	
Term:	=	2148	
Subject Area:	=		
Catalog Nbr:	begins with		
Academic Career:	=		
Campus:	begins with		
Session:	=	Regular Academic Session	
Class Nbr:	=	10226	
Class Section:	begins with		
Description:	begins with		
Course ID:	begins with		
Course Offering Nbr:	=		

Case Sensitive

Search Clear Basic Search Save Search Criteria

A new screen will open showing record information for the **PARENT** course section (MTH 099 TST1)



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Navigation: Favorites | Main Menu > Curriculum Management > Schedule of Classes > Schedule Class Meetings

Buttons: Meetings | Enrollment Cntrl | Exam

Course ID: 101267 Course Offering Nbr: 1
Academic Institution: University of Miami
Term: Fall 2014
Subject Area: MTH Undergrad
Catalog Nbr: O99 Mathematics
INTERMED ALGEBRA

Class Sections

Session: 1 Regular Academic Session Class Nbr: 10226
Class Section: TST1 Component: Lecture Event ID:
Associated Class: 1 Units: 3.00 [Associated Class Attributes](#)

Meeting Pattern

Facility ID: Capacity: Pat: Mtg Start: 7:00AM Mtg End: 8:00AM M: T: W: T: F: S: S: *Start/End Date: 08/25/2014 12/09/2014

Instructors For Meeting Pattern

ID	Name	Instructor	Print	Access	Contact
50159690	TBA,XX	Prim Ins	<input checked="" type="checkbox"/>	Approve	

Room Characteristics

*Room Characteristic	*Quantity
	1

Buttons: Save | Return to Search | Notify

Notice a change in Meeting days for the **PARENT** section (MTH O99 TST1) from Tuesday/Thursday to Monday/Wednesday.



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

Meetings | Enrollment Cntrl | Exam

Course ID: 101267 Course Offering Nbr: 1
Academic Institution: University of Miami
Term: Fall 2014 Undergrad
Subject Area: MTH Mathematics
Catalog Nbr: O99 INTERMED ALGEBRA

Class Sections

Session: 1 Regular Academic Session Class Nbr: 10226
Class Section: TST1 Component: Lecture Event ID:
Associated Class: 1 Units: 3.00 [Associated Class Attributes](#)

Meeting Pattern Find | View All First 1 of 1 Last

Facility ID Capacity Pat Mtg Start Mtg End **M T W T F S S** *Start/End Date
7:00AM 8:00AM [X] [] [] [] [] [] [] 08/25/2014 12/09/2014

Topic ID: Free Format Topic: [Print Topic On Transcript](#) [Contact Hours](#) [Combined Section](#)

Instructors For Meeting Pattern Personalize | Find | View All First 1 of 1 Last

Assignment Workload

ID	Name	*Instructor Role	Print	Access	Contact
50159690	TBA,XX	Prim Ins	<input checked="" type="checkbox"/>	Approve	

Room Characteristics Personalize | Find First 1 of 1 Last

*Room Characteristic	*Quantity
	1

Save Return to Search Notify

Click Save.



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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

Course ID: 101267 Course Offering Nbr: 1
Academic Institution: University of Miami
Term: Fall 2014 Undergrad
Subject Area: MTH Mathematics
Catalog Nbr: 099 INTERMED ALGEBRA

Class Sections

Session: 1 Regular Academic Session Class Nbr: 10227
Class Section: TST2 Component: Lecture Event ID:
Associated Class: 1 Units: 3.00 [Associated Class Attributes](#)

Meeting Pattern

Facility ID Capacity Pat Mtg Start Mtg End M T W T F S S *Start/End Date
7:00AM 8:00AM [x] [x] [x] [x] [x] [x] [x] 08/25/2014 12/09/2014

Instructors For Meeting Pattern

ID	Name	*Instructor Role	Print	Access	Contact
50159690	TBA,XX	Prim Ins	<input checked="" type="checkbox"/>	Approve	

Room Characteristics

*Room Characteristic	*Quantity
	1



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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.



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.