MIAMI

OFFICE OF
CLASSROOM MANAGEMENT

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

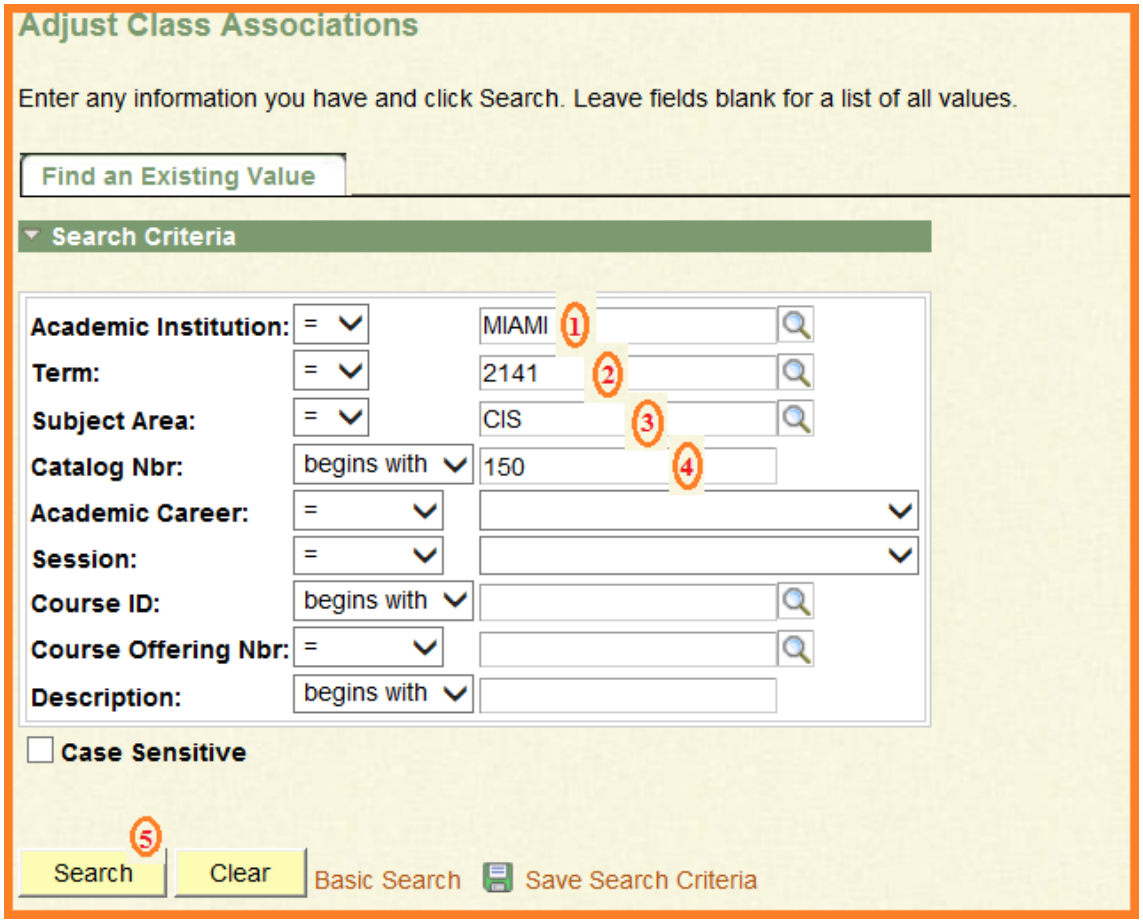
- Course section for the term **must** be entered in CaneLink. E.g. **CIS 150 JY**
- A course can have one or more "Associated Class"; therefore you **must** review each Class Associated Component and select the appropriate flag.

Reminder:

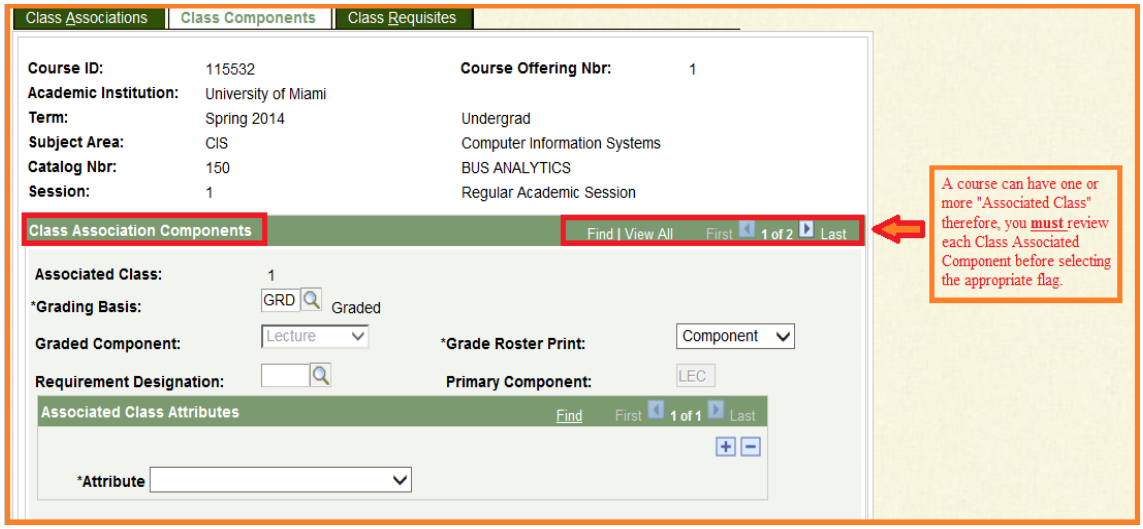
Rule #2 of the Final Exam Scheduling Protocol states the following course components **MUST** be flagged "**NO**":

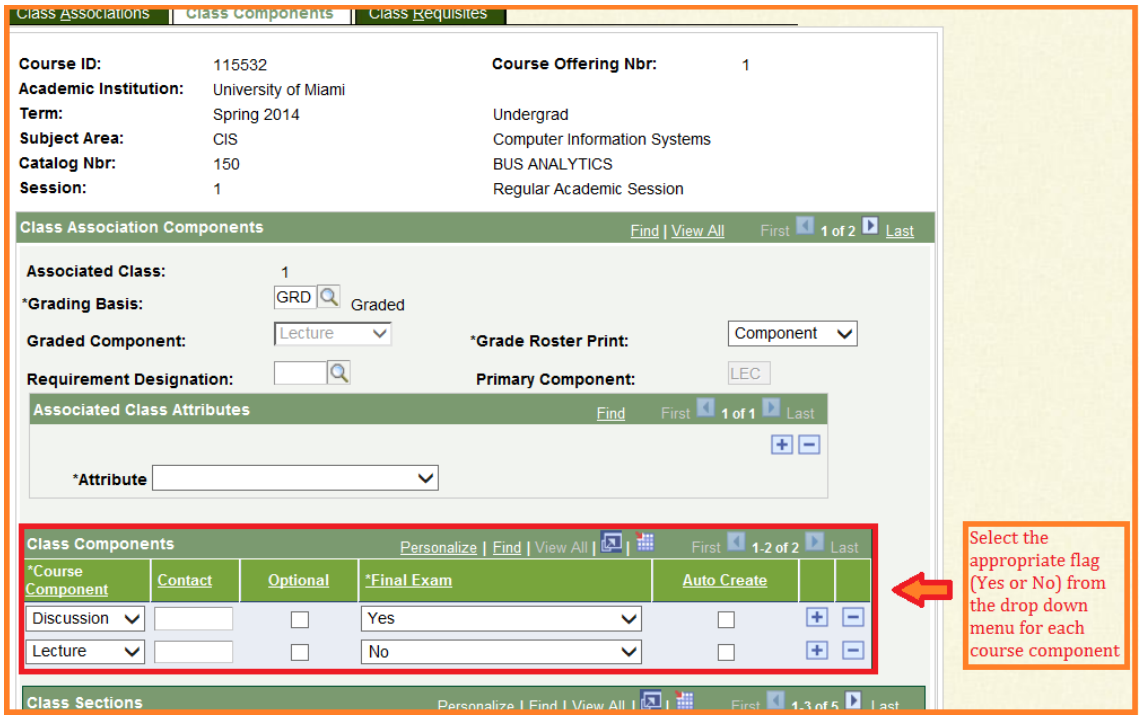
1. Discussion
2. Thesis/Individual Study
3. Forums
4. Private Music Lesson
5. Distance Learning
6. Practicum
7. Clinical Rotation
8. ICA Ungraded Credit

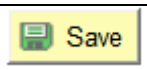
Step	Action and Print Screen
A	Log into CaneLink
B	**Follow the breadcrumb:** Main Menu → Curriculum Management → Schedule of Classes → **Adjust Class Associations**

C	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**
	

D	click **Class Components** tab

E	A course can have one or more "Associated Class"; therefore you **must** review each ***Class Associated Component***
	

F	Under the **Class Components** box ✓ Select the appropriate flag (Yes or No) from the drop down menu for each course component <u>Ex:</u> **Lecture** course section has **YES** selected for Final Exam
	

G	Click **SAVE** 
E	**Congratulations,** you have flagged a course section to schedule a Final Exam. **End of Procedure.**