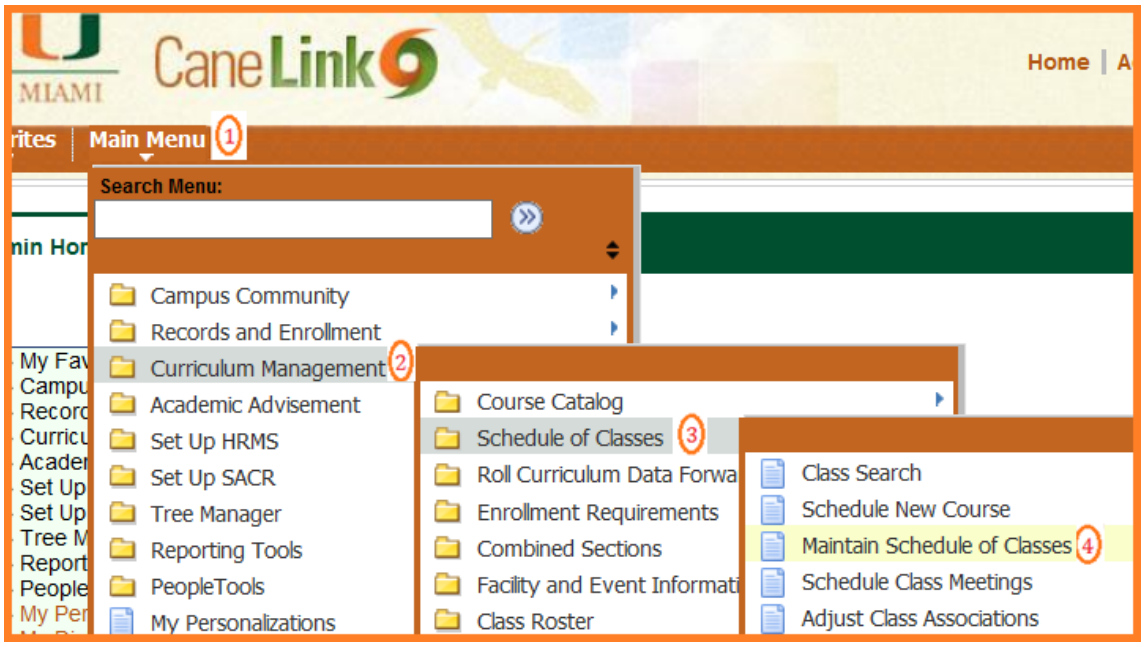
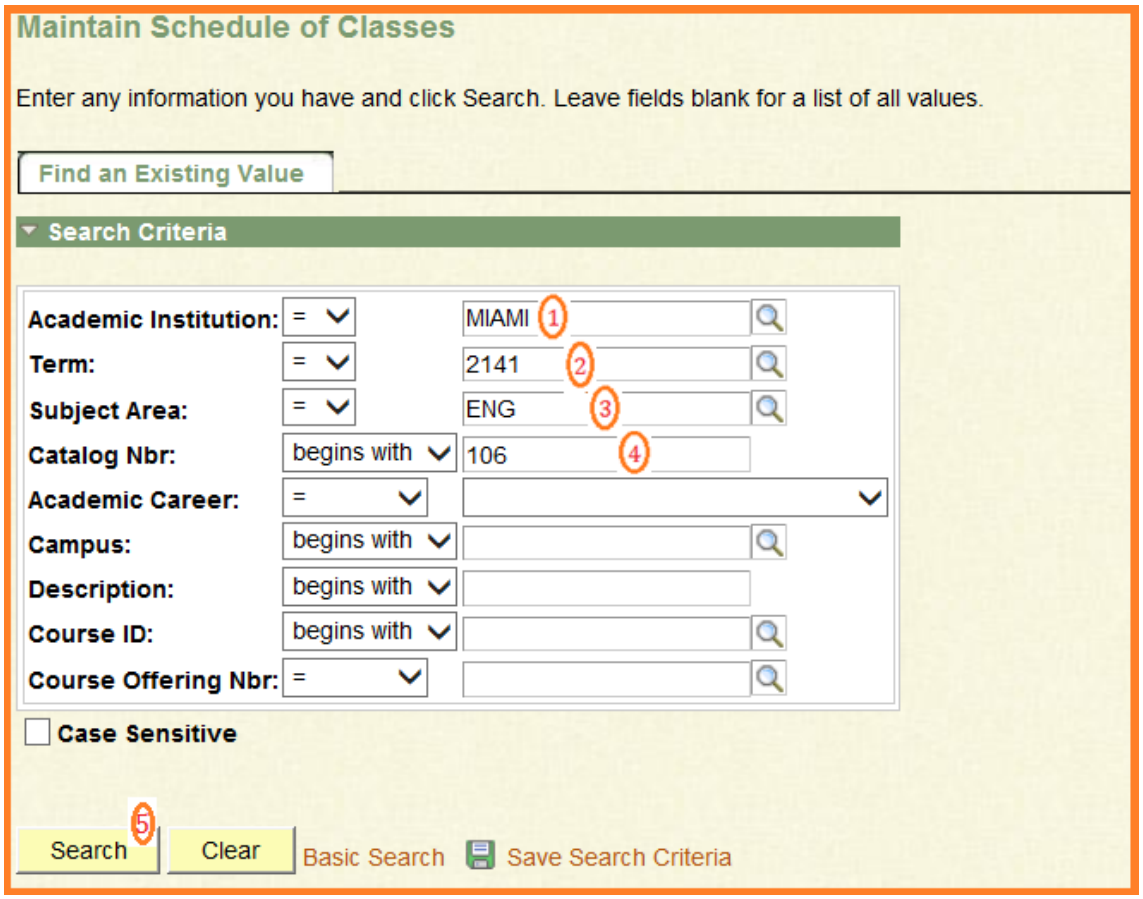
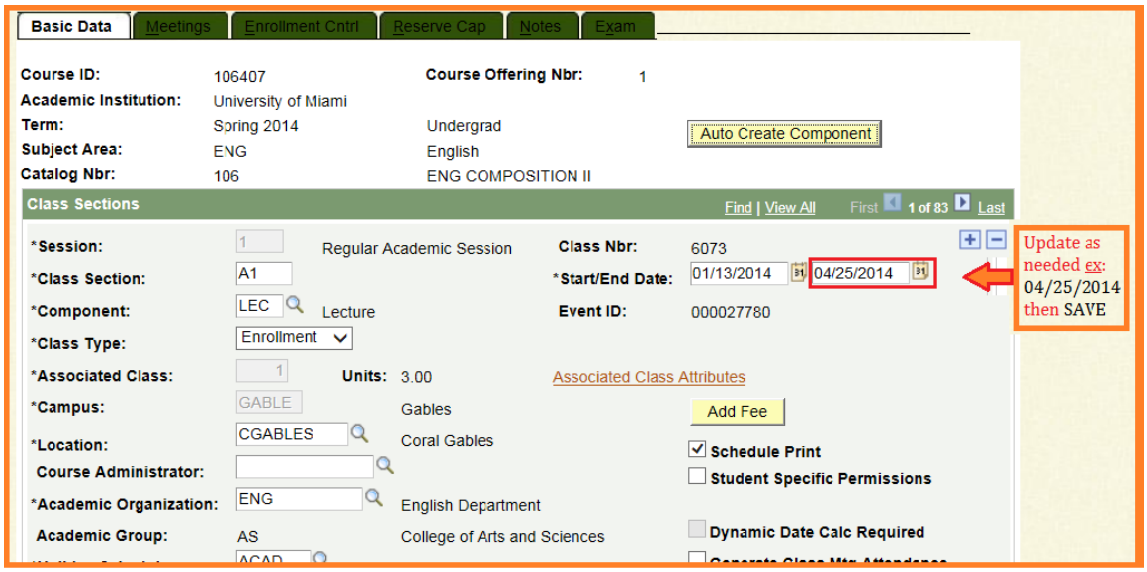
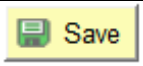
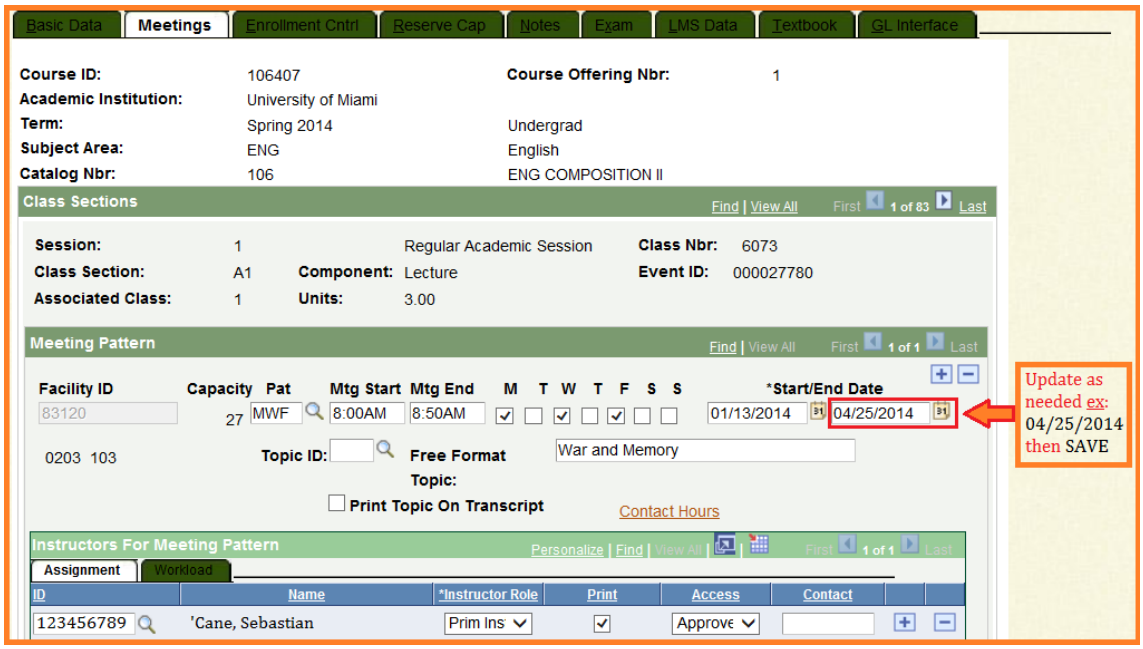
OFFICE OF
CLASSROOM MANAGEMENT

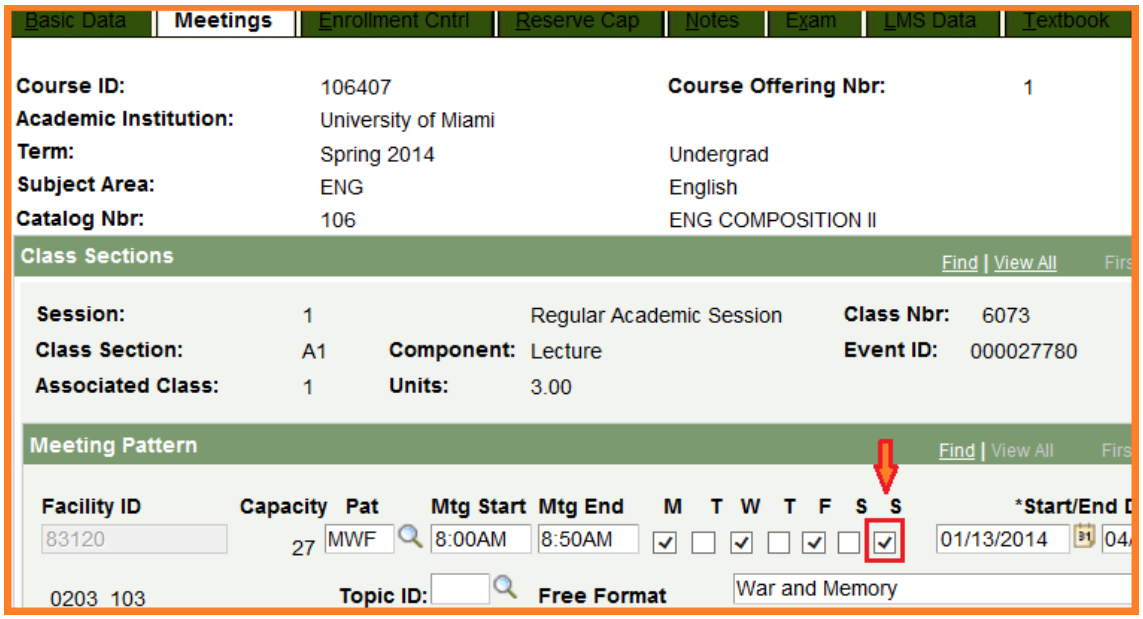
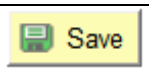
How to Update the Term END Date for a "Single" Course Section

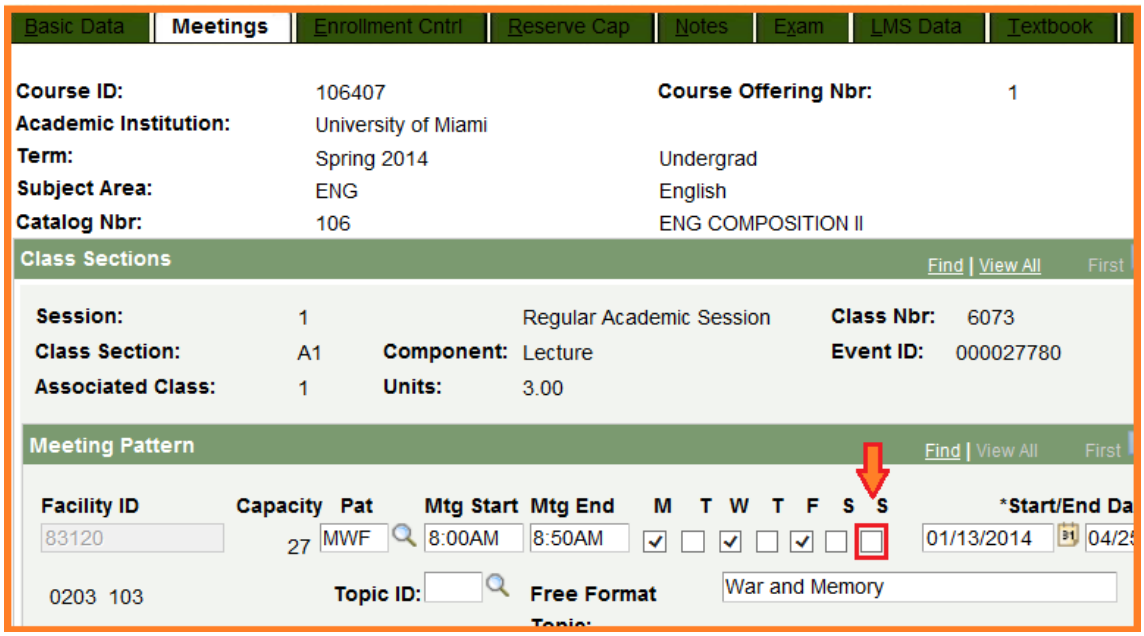
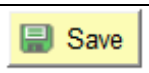
Step	Action and Print Screen
A	Log into CaneLink
B	**Follow the breadcrumb:** Main Menu → Curriculum Management → Schedule of Classes → **Maintain Schedule of Classes**
	

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**
	

D	Click on the **Basic Data** 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
	
E	Click **SAVE** 

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
	

G	Make a NULL change to the Meeting Pattern in order to trigger an update to 25Live ✓ Check the box to add Sunday as part of the meeting days
	
H	Click **SAVE** 

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