How to Combine Two or More Course Sections in CaneLink

Before you get started:

- If the combined course sections will be assigned a <u>department space</u> (excluding GPC spaces), the owner of the department space must be the **PARENT** course section
- > The **PARENT** department must be tasked with combining the course sections.
- Take note of both the parent and child CLASS Nbr generated given by the system when the section was SAVED.
 - o <u>Example:</u>
 - PARENT course section
 - RED 630 5U class # is **13063**
 - CHILD course section
 - ARC 584 5U class # is **13064**



 First course section (called the PARENT) must have the meeting pattern and instructor for meeting pattern information entered. For example, RED 630 5U

Favorites Main Men	u > Curriculum Management > Schedule of Classes > Schedule New Course	
		1
Basic Data Meetin	ngs Enrollment Cntrl Reserve Cap Notes Exam LMS Data Textbook GL Interface	
Course ID:	103992 Course Offering Nbr: 1	
Academic Institution:	University of Miami	
Term:	Spring 2014 Graduate	
Subject Area:	ARC Architecture	
Catalog Nbr:	584 SPECIAL PROBLEMS	
Class Sections	Find View All First 🛛 2 of 5 🕨 Last	
Session:	1 Regular Academic Session Class Nbr: 12447	
Class Section:	N1 Component: Lecture Event ID:	
Associated Class:	1 Units: 3.00	
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	
	8:00AM 9:15AM	
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	Topic:	Parent Meeting
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Second course section (called the CHILD) cannot have the meeting pattern and instructor for meeting pattern information entered. There can be more than one CHILD section. For example, ARC 584 5U

Basic Data Meet	ngs Enrollment Cntrl Reserve Cap Not	es Exam LMS Data Textbook GL Interface
Course ID: Academic Institution	103992 Cou	urse Offering Nbr: 1
Term: Subject Area: Catalog Nbr: Class Sections	Spring 2014 Gra ARC Arct 584 SPE	duate hitecture ECIAL PROBLEMS <u>Find View All</u> First I 3 of 5 D Last
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Instructors For Me	Topic ID: Free Format Topic: Print Topic On Transcript	Contact Hours Contact Hours First I of 1 Last Child Meeting Pattern & Instructor for Meeting Pattern must be BLANK
Assignment Wor	load <u>Instructor Role</u> Prim Ins V	Print Access Contact Image: Contact Image: Contact Image: Contact



Let's get started

Now that you have verified information showing for your Parent and Child course sections, please use the step-by-step instructions below to combine them.

Step	Action and Print Screen
Α	Log into CaneLink
	Follow the breadcrumb:
В	Main Menu \rightarrow Curriculum Management \rightarrow Combined Section \rightarrow
	Combined Section Table
	Home A Home A



	Enter the following information under the Search Criteria:								
С	 Academic Institution: MIAMI Term: e.g. 2141 Session: e.g. Regular Academic Session 								
	Then click Search								
	Combined Sections Table Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value Search Criteria Clear Basic Search Criteria Search Clear Basic Search Criteria								



Favorites M	lain Menu → Cui	riculum Management	> Combined Sections	> Combined Sections Table	
•					
Combine	d Sections	Table			
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Session:		Regular Academic S	Session		plus sign (+)
*Combined				-	
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lick SAVE	Save								
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	OFFICE OF
-	MIAMI CLASSROOM MANAGEMENT
	In the Class NBR field
К	 ✓ Enter the Class Number of the PARENT course section e.g. "12447" ✓ Hit the <i>Tab</i> button on your keyboard to auto populate the remaining fields in the row or click your mouse anywhere outside of the
	*Remember that the PARENT is the course section which has the meeting pattern information
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L	Click on the plus sign (+) to create a new row



М	 In the Class NBR field ✓ Enter the Class Number of the CHILD course section e.g. "12448" ✓ Hit the <i>Tab</i> button on your keyboard to auto populate the remaining fields in the row or click your mouse anywhere outside of the *Remember that the CHILD is the course section which has no meeting pattern information 								
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If the combined course section will have the **SAME** Meeting Pattern and Instructor of Record **DO NOT** check the "Skip Mtg. Pattern & Instr Edit" box. Q Conversely, if the combined course section will **NOT** have the same Meeting Pattern and Instructor of Record **DO** check the "Skip Mtg. Pattern & Instr Edit" box. **Identify Combined Sections** If combined course Permanent Combination section will have the Academic Institution: MIAMI University of Miami <u>same</u> Meeting Pattern 🗌 Skip Mtg Pattern & Instr Edit ◀ Spring 2014 Term: 2141 and Instructor of Session: Regular Academic Session Warning: Mtg Pattern & Instr 1 Record DO NOT information will not be shared check this box Combined Sections ID: 0607 ARC584 N1/ARC 584 N2 within the combined section. Cross Subject \checkmark *Combination Type: Total Requested Room Capacity: 15 **Enrollment Capacity:** 15 0 Wait List Capacity: 0 Personalize | Find | View All | 💷 | First 1-2 of 2 Combined Sections Reg Room Wait Tot Acad Group <u>'Class Nbr</u> <u>Subject</u> Catalog Nbr Section Status 12447 Q ARC 584 N1 0 0 AR + -5 5 0 + -12448 🔍 🛛 ARC 584 N2 10 10 0 0 0 AR Save Click SAVE R Congratulations, you have combined two or more course sections. S **End of Procedure.**