



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	<p>Follow the breadcrumb:</p> <p>Main Menu → Curriculum Management → Schedule of Classes → Adjust Class Associations</p>
	 <p>The screenshot shows the CaneLink interface with the following navigation steps highlighted by red circles:</p> <ul style="list-style-type: none"> 1: Click on the Main Menu tab. 2: Click on the Curriculum Management folder in the search menu. 3: Click on the Schedule of Classes folder. 4: Click on the Adjust Class Associations link.

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**

Adjust Class Associations

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:	=	2141	
Subject Area:	=	CIS	
Catalog Nbr:	begins with	150	
Academic Career:	=		
Session:	=		
Course ID:	begins with		
Course Offering Nbr:	=		
Description:	begins with		

Case Sensitive

Search

Clear

Basic Search



Save Search Criteria



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D	click Class Components tab																								
	 <p>The screenshot shows the CaneLink 9 interface. At the top, there is a navigation bar with the University of Miami logo and the text 'CaneLink 9'. Below this is a breadcrumb trail: 'Home > Curriculum Management > Schedule of Classes > Adjust Class Associations'. A red arrow points to the 'Class Components' tab, which is highlighted with a red box. Below the tabs, there is a table of course information:</p> <table border="1"><tr><td>Course ID:</td><td>115532</td><td>Course Offering Nbr:</td><td>1</td></tr><tr><td>Academic Institution:</td><td>University of Miami</td><td></td><td></td></tr><tr><td>Term:</td><td>Spring 2014</td><td></td><td>Undergrad</td></tr><tr><td>Subject Area:</td><td>CIS</td><td></td><td>Computer Information Systems</td></tr><tr><td>Catalog Nbr:</td><td>150</td><td></td><td>BUS ANALYTICS</td></tr><tr><td>Session:</td><td>1</td><td></td><td>Regular Academic Session</td></tr></table>	Course ID:	115532	Course Offering Nbr:	1	Academic Institution:	University of Miami			Term:	Spring 2014		Undergrad	Subject Area:	CIS		Computer Information Systems	Catalog Nbr:	150		BUS ANALYTICS	Session:	1		Regular Academic Session
Course ID:	115532	Course Offering Nbr:	1																						
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Term:	Spring 2014		Undergrad																						
Subject Area:	CIS		Computer Information Systems																						
Catalog Nbr:	150		BUS ANALYTICS																						
Session:	1		Regular Academic Session																						



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E

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

Class Associations | **Class Components** | Class Requisites

Course ID: 115532 Course Offering Nbr: 1
Academic Institution: University of Miami
Term: Spring 2014 Undergrad
Subject Area: CIS Computer Information Systems
Catalog Nbr: 150 BUS ANALYTICS
Session: 1 Regular Academic Session

Class Association Components Find | View All First 1 of 2 Last

Associated Class: 1
*Grading Basis: GRD Graded
Graded Component: Lecture *Grade Roster Print: Component
Requirement Designation: Primary Component: LEC

Associated Class Attributes Find First 1 of 1 Last

*Attribute

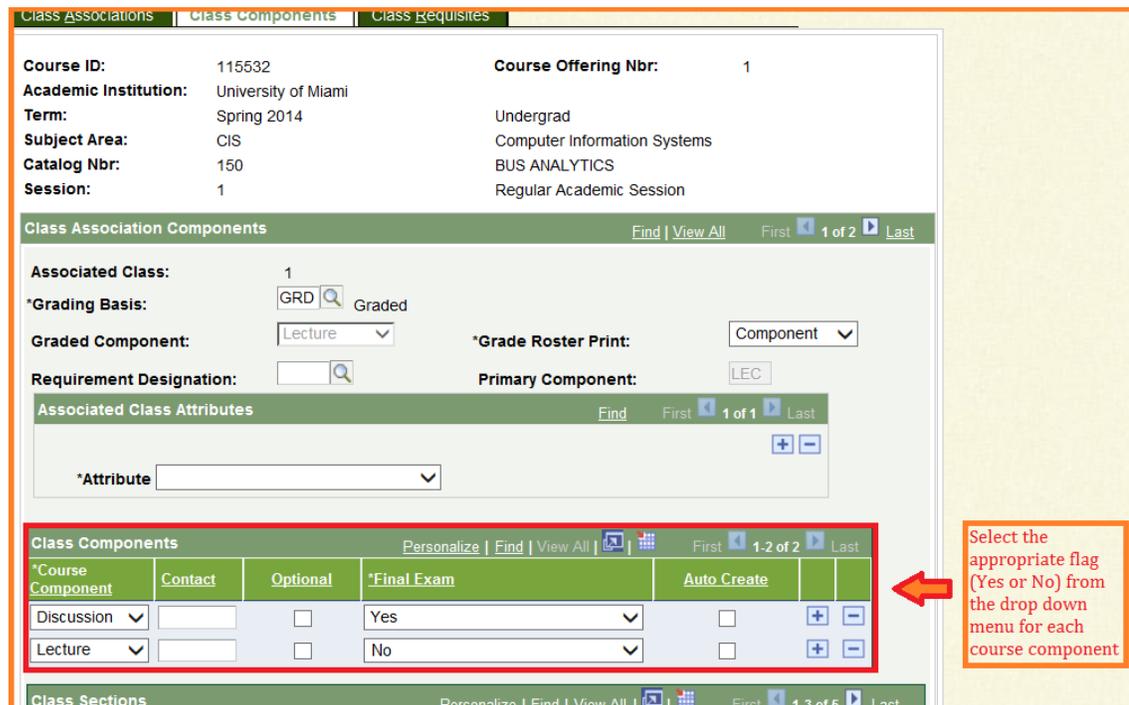
A course can have one or more "Associated Class" therefore, you **must** review each Class Associated Component before selecting the appropriate flag.

F

Under the **Class Components** box

- ✓ Select the appropriate flag (Yes or No) from the drop down menu for each course component

Ex: **Lecture** course section has **YES** selected for Final Exam



The screenshot displays the 'Class Components' section of a software interface. At the top, there are tabs for 'Class Associations', 'Class Components', and 'Class Requisites'. Below the tabs, course details are listed: Course ID: 115532, Academic Institution: University of Miami, Term: Spring 2014, Subject Area: CIS, Catalog Nbr: 150, Session: 1, Course Offering Nbr: 1, Undergrad, Computer Information Systems, BUS ANALYTICS, Regular Academic Session.

The 'Class Association Components' section shows 'Associated Class: 1', '*Grading Basis: GRD Graded', 'Graded Component: Lecture', '*Grade Roster Print: Component', and 'Requirement Designation:'. Below this is the 'Associated Class Attributes' section with an '*Attribute' dropdown.

The 'Class Components' table is highlighted with a red border. It has columns: '*Course Component', 'Contact', 'Optional', '*Final Exam', and 'Auto Create'. The 'Lecture' row has 'No' selected in the '*Final Exam' column. A red arrow points to the 'Final Exam' dropdown menu for the 'Lecture' row.

A red callout box on the right side of the screenshot contains the text: "Select the appropriate flag (Yes or No) from the drop down menu for each course component".



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