J

MIAMI

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

Step	Action and Print Screen		
Α	Log into CaneLink		
-	Follow the breadcrumb:		
В	Main Menu → Curriculum M	fanagement $\rightarrow$ Schedul	e of Classes $\rightarrow$
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С	Using an example of course <i>ENG 106 A1 (class# 6073)</i> 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				
	Maintain Schedule Enter any information yo Find an Existing Valu Search Criteria Academic Institution: Term: Subject Area: Catalog Nbr: Academic Career: Campus: Description: Course ID: Course Offering Nbr:	e of Classes u have and click = = begins with begins with begins with classes	Search. Leave fields bla	ank for a list of all values.	
	Search Clear	Basic Search	🗐 Save Search Criteri	ia	



D	<ul> <li>Click on the Basic Data tab for the course section in question</li> <li>✓ Update the END Date as needed ex: from 04/26/2014 to 04/25/2014</li> <li>Then click SAVE</li> <li>*Be sure you are working on the right Section</li> </ul>					
	Basic Data       Licelings         Course ID:       Academic Institution:         Term:       Subject Area:         Catalog Nbr:       Class Sections         * Session:       * Class Section:         * Class Section:       * Component:         * Class Type:       * Associated Class:         * Campus:       * Location:         Course Administrator:       * Academic Group:	Enrollment Ontri 106407 University of Miami Spring 2014 ENG 106 1 Regular A A1 LEC Lecture Enrollment V I Units: GABLES Q CGABLES Q AS ACAD	Reserve Cap	ng Nbr: 1 SITION II Class Nbr: *Start/End Date: Event ID: Associated Class nt d Sciences	Auto Create Component         Find   View All       First 1 of 8         6073         01/13/2014       04/25/2014         000027780         Attributes         Add Fee         ✓ Schedule Print         Student Specific Permissions         Dynamic Date Calc Required	I3 D Last Update as needed ex: 04/25/2014 then SAVE
Е	Click SAVE	Save				



F	<ul> <li>Click on the Meetings tab for the course section in question</li> <li>✓ Update the END Date as needed ex: from 04/26/2014 to 04/25/2014</li> <li>Then click SAVE</li> <li>*Be sure you are working on the right Section</li> </ul>		
	Basic Data       Meetings       Enrolmment Chill       Buserve Cap       Hotes       Egam       LMS Data       Torbook       GL Interface         Course ID:       106407       Course Offering Nbr:       1         Academic Institution:       University of Miamil         Term:       Spring 2014       Undergrad         Subject Area:       ENG       English         Catalog Nbr:       106       ENG COMPOSITION II         Class Sections       1       Regular Academic Session       Class Nbr:       6073         Session:       1       Regular Academic Session       Class Nbr:       6073         Class Section:       A1       Component:       Letture       Event ID:       0000027780         Associated Class:       1       Units:       3.00       Start/End Date       1       1         Meeting Pattern       End [Vew All       First 1 of 1       End       1       1       1         93120       27       MWF       8:00AM       IV       IV       Start/End Date       04         0203 103       Topic ID:       Free Format       War and Memory       1       1       1       1       1         Nofioso       Ion       Ion       Instruc	date as eded <u>ex</u> : /25/2014 m SAVE	



G	Make a NULL chan 25Live	ge to the Meetin	g Pattern in order to	trigger an update to	
	✓ Check the bo	ox to add Sunday	as part of the meeting	ng days	
	Basic Data Meetings	Enrollment Cntrl	<u>R</u> eserve Cap <u>N</u> otes E <u>x</u> ar	n <u>L</u> MS Data <u>T</u> extbook	
	Course ID:	106407 University of Miami	Course Offering	g NDT: 1	
	Term	Spring 2014	Undergrad		
	Subject Area:	ENG	English		
	Catalog Nbr:	106	ENG COMPOSITION II		
	Class Sections			Find View All Firs	
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	Session:	1 Ad Component	Regular Academic Session	Class NDr: 6073	
	Associated Class:	4 Unite:	Lecture	Event ID: 000027780	
	Associated class.	i onita.	5.00		
	Meeting Pattern			Find View All Firs	
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н	Click SAVE	e			



I	<ul> <li>Now remove Sunday as part of the meeting days by unchecking the same box</li> </ul>		
	Basic Data       Meetings       Enroliment Cntri       Reserve Cap       Notes       Exam       LMS Data       Textbook         Course ID:       106407       Course Offering Nbr:       1         Academic Institution:       University of Miami       1         Term:       Spring 2014       Undergrad         Subject Area:       ENG       English         Catalog Nbr:       106       ENG COMPOSITION II         Class Sections       1       Regular Academic Session       Class Nbr:       6073         Session:       1       Regular Academic Session       Class Nbr:       6073         Class Sections:       A1       Component:       Lecture       Event ID:       000027780         Associated Class:       1       Units:       3.00       Start/End Da       01/13/2014       01/13/2014       01/13/2014       01/13/2014       01/13/2014       01/13/2014       01/13/2014       01/2014       01/13/2014       01/2014       01/13/2014       01/13/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/2014       01/201		
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	<b>Congratulations,</b> you have updated the Term END Date for a Single course section. <b>End of Procedure.</b>		