JOB AID

Scheduling Classes: Quick Edit Class Sections

12/21/2020
Scheduling Classes: Quick Edit Class Sections

The Update Sections of a Class process allows you to quickly view and update data for all class sections of a course at one time.

**Navigation**: Navigator > Curriculum Management > Schedule of Classes > Update Sections of a Class

1. **Enter Search Criteria**:
   - **Academic Institution**: MSU55
   - **Term**: Type in the 4-digit term. Notice, when you enter the first few characters, the list will begin to populate. Select a term from the list.
• **Subject Area**: Enter, if known, or click the drop-down and select from the list.

• **Catalog Number**: Enter, if known.

In this example, we are searching for the *Fall 2021 Accounting 201* course to review the individual class sections.

2. Click **Search**.

The **Update Sections of a Class** page will open on the Class Status tab, listing all sections for the course.

**Note**: In the example below, **Sections 1 - 8 of 20** are showing.

If necessary, use the navigation arrows in the upper right corner to advance through the pages, or click **View All**. In the example below, **Sections 1 - 20 of 20** are now displaying.
3. **Class Status** Tab: Review section details and edit as necessary. Edits may include:

- **Class Type**: To change the section(s) from *Enrollment* to *Non-Enrollment*.

  **Note**: In the example above, you can see that sections 001 through 018 are the enrollment sections. The last two items are the associated Lec1 and Lec2, which are non-enrollment sections. These are the non-enrollment class sections that are associated with Accounting 201.

- **Class Status**: To change the section(s) from *Active* to *Cancelled*, etc.

- **Associated Class**: To edit the previously-associated class numbers.

  **Note**: In the above example, some sections are associated with 997, while others are associated with 998.

- **Add Consent**: To put add or drop consent on the section(s).
4. Click the **Class Enrollment Limits** tab to view/edit enrollment details.

Edits may include:

- **Enrollment Capacity**: Increase or decrease
- **Wait Capacity**: Leave at 9999