JOB AID

Scheduling Classes: Quick Edit Class Sections

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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 of the 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.
To return to the shorter page view, click **View 8**.

3. **Class Status Tab**: Review section details and edit as necessary. Edits may include:

   - **Class Type**: To change the section(s) from Enrolment to Non-Enrollment.
     
     **Note**: In the example above, you can see that Sections 001 through 018 are the Enrolment sections. The last two items are the associated *Lec1* and *Lec2* which are Non-Enrolment 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 that 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