



JOB AID

Scheduling Classes: Quick Edit Class Sections

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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

Update Sections of a Class

Update Sections of a Class

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: = MSU55

*Term: = 2218

*Subject Area: = acc

Catalog Nbr: begins with 201

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Academic Organization: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

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.

Term	Description	Short Description
2262	Spring 2026	SS26
2259	Fall 2025	FS25
2255	Summer 2025	US25
2252	Spring 2025	SS25
2248	Fall 2024	FS24
2245	Summer 2024	US24
2242	Spring 2024	SS24
2238	Fall 2023	FS23
2235	Summer 2023	US23
2232	Spring 2023	SS23
2228	Fall 2022	FS22
2225	Summer 2022	US22
2222	Spring 2022	SS22
2218	Fall 2021	FS21
2215	Summer 2021	US21
2212	Spring 2021	SS21
2208	Fall 2020	FS20
2205	Summer 2020	US20
2202	Spring 2020	SS20



- **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.

Update Sections of a Class

Update Sections of a Class

Course ID 100090 Course Offering Nbr 1
Academic Institution Michigan State University
Term Fall Semester 2021 Undergrad
Subject Area ACC Accounting
Catalog Nbr 201 Principles of Financial Acct

Class Sections Class Enrollment Limits Personalize Find View All First 1-8 of 20 Last

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Regular	001	10040	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	002	10041	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	003	10042	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	004	10043	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	005	10044	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	006	10045	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	007	10046	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	008	10047	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>

Save Return to Search Notify

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.



Update Sections of a Class

Course ID 100090 Course Offering Nbr 1
Academic Institution Michigan State University
Term Fall Semester 2021 Undergrad
Subject Area ACC Accounting
Catalog Nbr 201 Principles of Financial Acct

Class Sections Personalize Find View 8 1-20 of 20 Last

Class Status Class Enrollment Limits

Session	Section	Class Nbr	Component	Enrollment Status	*Class Type	*Class Stat	*Assoc	Auto Enrl 1	Auto Enrl 2	Resection	*Add Consent	*Drop Consent	Schd Print
Regular	001	10040	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	002	10041	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	003	10042	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	004	10043	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	005	10044	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	006	10045	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	007	10046	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	008	10047	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	009	10048	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	010	10049	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	011	10050	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	012	10051	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	013	10052	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	014	10053	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	015	10054	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	016	10055	Recitation	Open	E	A	998				N	N	<input checked="" type="checkbox"/>
Regular	017	10056	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	018	10057	Recitation	Open	E	A	997				N	N	<input checked="" type="checkbox"/>
Regular	LEC1	10058	Lecture	Open	N	A	998				N	N	<input checked="" type="checkbox"/>
Regular	LEC2	10059	Lecture	Open	N	A	997				N	N	<input checked="" type="checkbox"/>

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 *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.

Class Sections									
Personalize Find View 8 First 1-20 of 20 Last									
Class Status	Class Enrollment Limits								
Session	Section	Class Nbr	Component	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Min Enrl	
Regular	001	10040	Recitation	38		9999			
Regular	002	10041	Recitation	38		9999			
Regular	003	10042	Recitation	38		9999			
Regular	004	10043	Recitation	38		9999			
Regular	005	10044	Recitation	38		9999			
Regular	006	10045	Recitation	38		9999			
Regular	007	10046	Recitation	38		9999			
Regular	008	10047	Recitation	38		9999			
Regular	009	10048	Recitation	38		9999			
Regular	010	10049	Recitation	38		9999			
Regular	011	10050	Recitation	38		9999			
Regular	012	10051	Recitation	38		9999			
Regular	013	10052	Recitation	38		9999			
Regular	014	10053	Recitation	38		9999			
Regular	015	10054	Recitation	38		9999			
Regular	016	10055	Recitation	38		9999			
Regular	017	10056	Recitation	38		9999			
Regular	018	10057	Recitation	38		9999			
Regular	LEC1	10058	Lecture	342		9999			
Regular	LEC2	10059	Lecture	342		9999			

Edits may include:

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