COMBINED SECTIONS

The following instructions will walk you through the process of creating a Combined Section in Campus Solutions.

NAVIGATION

Login into myUFL and navigate to:

Nav Bar > Main Menu > Student Information System > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

1. This process combines two sections in the same term with common meeting days and times. (In the legacy system, this was called a Joined Section.) The purpose of this process is for Astra to find a room that will be able to house the combined meeting.

   First, we need to verify that the sections are set up correctly so that we can combine them.

   Enter the **Search Criteria** for the course. For this example, the following will be entered into the text fields:

   Academic Institution: uflor

   Term: 2208

   Subject Area: syd

   Catalog Nbr: 4021

2. Click **Search**.

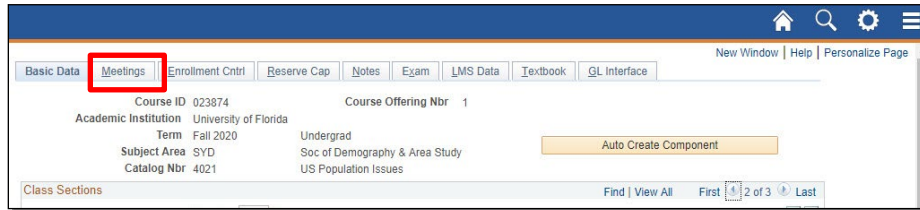3. Verify your first **Class Section** is correct.

4. Click the **Next** button to view the next section.

5. Verify your second **Class Section** is correct.

6. Having verified both sections, click the **Back** button to navigate back to the first section.
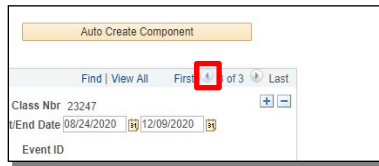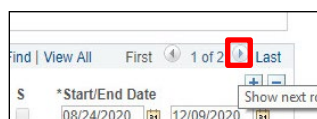
7. Click the **Meetings** tab.

8. After scrolling down, you can see that the course has two meeting times, identified by the **1 of 2** identifier. Directly below that identifier is a breakdown of when the first meeting time is, in this case, Monday, Wednesday and Friday from 8:30-9:20AM (2nd Period). Click either highlighted section to continue.
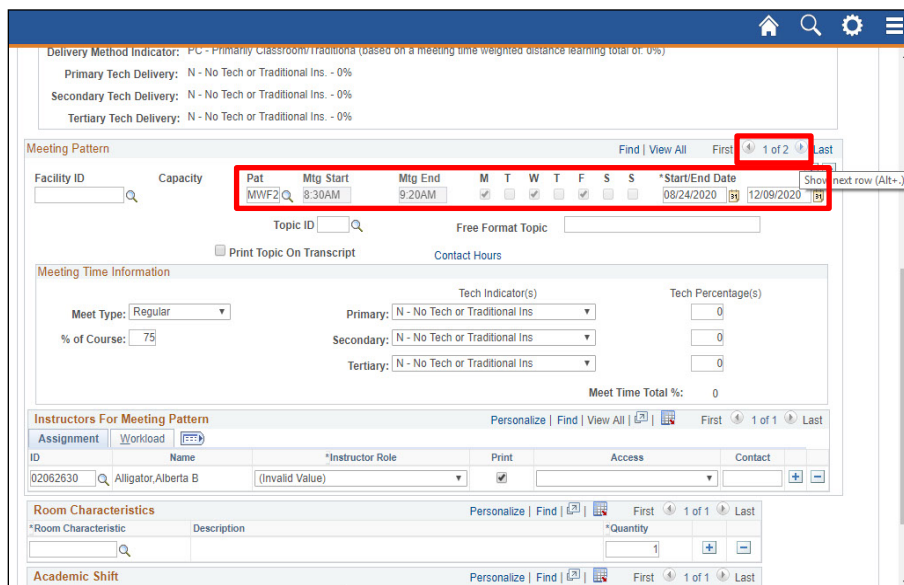
9. Click the **Next** button to see the other meeting time for this course section.

10. Note that the second meeting time is Thursdays from 1:55-2:45PM (7th Period).

11. After scrolling back up to the top of the page, click the **Next** button to see the other course section.

12. After scrolling down, you can see that the course has two meeting times, identified by the **1 of 2** identifier. Directly below that identifier is a breakdown of when the first meeting time is, in this case, Monday, Wednesday and Friday from 8:30-9:20AM (2nd Period).

13. Click the **Next** button to see the other meeting time for this course section.

14. Note that the second meeting time is Thursdays from 3:00-3:50PM. This is not the same as the first section we looked at. However, this is not a problem, because the two sections only need to have one meeting time in common.

15. Next, scroll up and note the **Class Nbr** and **Class Section**. This is the information for the two sections in this example:

Section 1:
Class Nbr - 23246
Class Section - CMB1

Section 2:
Class Nbr - 23247
Class Section - CMB2

16. Now that it has been verified that the two courses share a common term and meeting time, the next step will be to create a Combined Section for that shared class meeting time. As a reminder, that time is Monday, Wednesday and Friday, 2nd Period.

    For the next steps, follow this navigation in myUFL:

    Nav Bar > Main Menu > Student Information System > Curriculum Management > Combined Sections > Combined Sections Table

17. In the Search Criteria, make sure that UFLOR is listed for **Academic Institution**, and that your **Term** is accurate. 2208 has been entered in this example, for Fall 2020. **Session** does not need to be selected to search. Click **Search**.

18. These search criteria will pull up all Combined Section Records. Here, you will create a new Combined Section Record. You will enter the two sections to be combined in that record, along with whether the meeting times are common or not.

    Since we have our Section information, we need to create a new Combined Section, so click **+** on any row.

19. In this new Combined Sections Record, a Combined Section ID is automatically populated. Best Practice for Description is to include some identifying information so that you or someone else can find these courses. Click on the **Description text field** and enter your Description. For this example, **SYD4021 MWF2** will be entered.

20. For Short Description, it is recommended that you enter the word Join followed by the class number. Click on the **Short Description Field** and enter your Description. For this example, **Join 23246** will be entered.

21. To Save, click the **ALT and 1** keys at the same time. Alternatively, you could scroll to the bottom of the page and click the **Save** button.

22. Having saved, the **View Combined Sections** link appears. Click the **View Combined Sections** link.

23. The Identify Combined Sections page is where once may enter details about each section being combined. The next few slides will showcase what you need to enter, and where. First, click on the **Skip Mtg Pattern & Instr Edit** checkbox. This box will allow Campus Solutions to verify whether the two meeting times are, in fact, common.

24. In the **Linked Classes** section, you will enter your **Class Nbr** for each of the sections to be combined. First, click on the **+** button.

25. Enter your two Class Numbers in the **Class Nbr** text fields. For this example, **Class Nbr field** and **23246** and **23247** will be entered.

26. As you enter the Class Numbers, the other columns in the Combined Sections area will fill. Click the **Save** button to save your progress.

27. Next, utilizing the **UF Combined Section Mtg Nbr** section, we will tell Campus Solutions what the common meeting is. Click the **dropdown**.

28. As you can see, the only option that populates is **None**. You will need to click **Return to Search** and re-enter the **Identify Combined Sections** page for the correction options to populate in the dropdown. Click the **Return to Search** button.

29. Click the **Combined Sections ID**.

30. Click the **dropdown**.

31. There is one common section meeting, so the dropdown populates with that option. If there are more meeting times in common, there would be more options in the dropdown. Click the **1** option.

32. Note that all of the information about that common meetings appears.

33. For this simulation, there is only one common time, but if you are combining two courses and there is more than one common time, you will need to add a second row. Scroll to the edge of the table and click the **+** button.

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34. Click **View All**.

35. A second row appears that will allow you to add another **Class Meeting Pattern**. Since this example doesn't require a second row, in the next step, this row will be removed.

36. Click **Save**.