

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

Maintain Schedule of Classes
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: = UFLOR
Term: =
Subject Area: =
Catalog Nbr: begins with
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

2. Click **Search**.

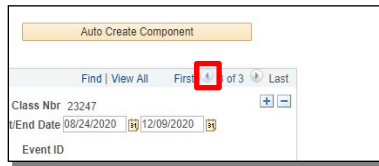
Search Clear Basic Search Save Search Criteria

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

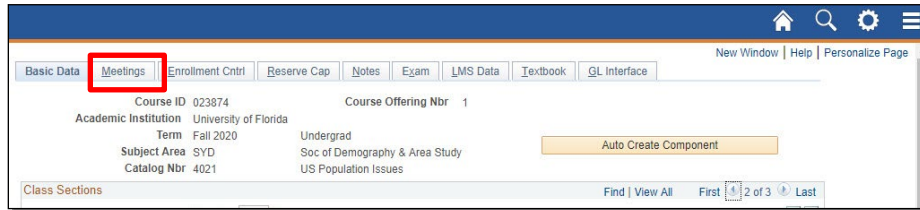
4. Click the **Next** button to view the next section.

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

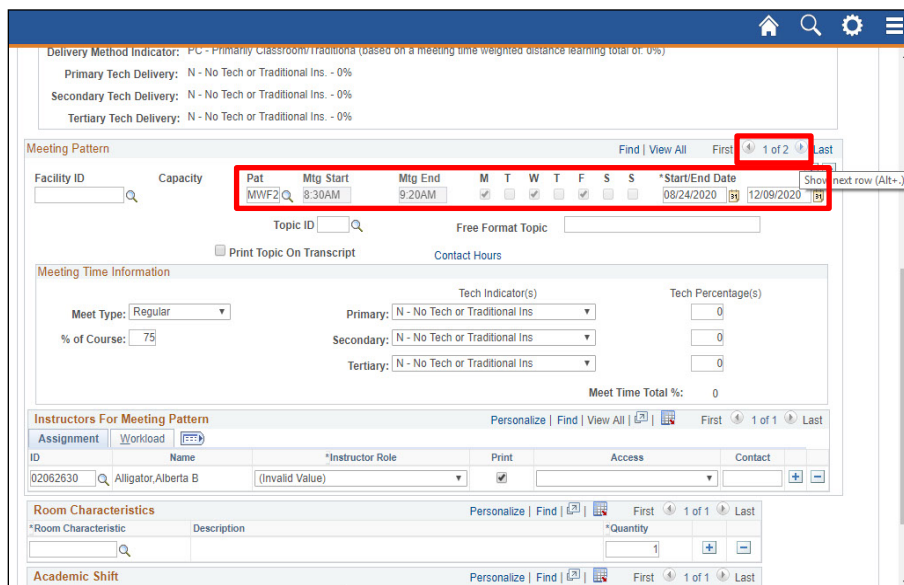
6. Having verified both sections, click the **Back** button to navigate back to the first section.



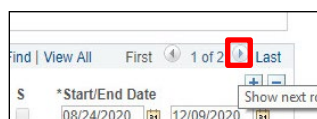
7. Click the **Meetings** tab.



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).

Delivery Method Indicator: PC - Primarily Classroom/Traditiona (based on a meeting time weighted distance learning total of 0%)

Primary Tech Delivery: N - No Tech or Traditional Ins. - 0%

Secondary Tech Delivery: N - No Tech or Traditional Ins. - 0%

Tertiary Tech Delivery: N - No Tech or Traditional Ins. - 0%

Meeting Pattern

Find | View All | First 1 of 2 | Last

Facility ID Capacity Pat MWTF2 8:30AM 9:20AM M T W T F S S *Start/End Date 08/24/2020 12/09/2020

Topic ID Free Format Topic

☐ Print Topic On Transcript Contact Hours

Meeting Time Information

Meet Type: Regular

% of Course: 75

Tech Indicator(s)

Primary: N - No Tech or Traditional Ins

Secondary: N - No Tech or Traditional Ins

Tertiary: N - No Tech or Traditional Ins

Tech Percentage(s)

0

0

0

Meet Time Total %: 0

Instructors For Meeting Pattern

Personalize | Find | View All | First 1 of 1 | Last

Assignment | Upload | PDF

ID	Name	*Instructor Role	Print	Access	Contact
02062630	Alligator, Alberta B	(Invalid Value)	<input checked="" type="checkbox"/>		

Room Characteristics

Personalize | Find | View All | First 1 of 1 | Last

*Room Characteristic	Description	*Quantity
		1

Academic Shift

Personalize | Find | View All | First 1 of 1 | Last

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

Basic Data | Meetings | Enrollment Cntrl | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

New Window | Help | Personalize Page

Course ID 023874 Course Offering Nbr 1

Academic Institution University of Florida

Term Fall 2020 Undergrad

Subject Area SYD Soc of Demography & Area Study

Catalog Nbr 4021 US Population Issues

Class Sections

Find | View All | First 2 of 2 | Last

Session 1 Regular Academic Session Class Nbr 23246

Class Section CMB1 Component Lecture Event ID

Associated Class 1 Units 3.00

Section Information

Anticipated Location: Gainesville Area

Meeting Types Utilized: Synchronous

Online: ☐ "Live" Session ☐ Online Proctored Exam

Require a Physical Presence

No Physical Presence Required: ☐

UF Main Campus: ☒ Class ☐ Exam ☐ Other

UF Offsite Facility: ☐ Class ☐ Exam ☐ Other

Third Party Sites: ☐ Class ☐ Exam ☐ Other

BOE Technology Indicators

Status: Complete Course Total %: 100 Total Distance Learning %: 0

Delivery Method Indicator: PC - Primarily Classroom/Traditiona (based on a meeting time weighted distance learning total of 0%)

Primary Tech Delivery: N - No Tech or Traditional Ins. - 0%

Secondary Tech Delivery: N - No Tech or Traditional Ins. - 0%

Tertiary Tech Delivery: N - No Tech or Traditional Ins. - 0%

Meeting Pattern

Find | View All | First 1 of 2 | Last

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).

Meeting Pattern

Find | View All | First 1 of 2 | Last

Facility ID Capacity Pat MWTF2 8:30AM 9:20AM M T W T F S S *Start/End Date 08/24/2020 12/09/2020

Topic ID Free Format Topic

☐ Print Topic On Transcript Contact Hours

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

The screenshot shows the 'Meeting Pattern' form. At the top right, there are navigation buttons: 'Find', 'View All', 'First', '1 of 1', and 'Last'. The 'Next' button, which is a right-pointing arrow, is highlighted with a red box.

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.

The screenshot shows the 'Meeting Pattern' form with the second meeting time highlighted in red. The 'Mtg Start' is 3:00PM and the 'Mtg End' is 3:50PM. The days of the week are M, T, W, T, F, S, S, with the second 'T' (Thursday) checked. The '*Start/End Date' is 08/24/2020 to 12/09/2020.

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

The screenshot shows the 'Class Sections' form. At the top, there are tabs: 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'LMS Data', 'Textbook', and 'GL Interface'. The 'Meetings' tab is selected. Below the tabs, there is a table with the following data:

Session	Class Section	Component	Units	Class Nbr	Event ID
1	CMB2	Lecture	3.00	23247	

The table is highlighted with a red box.

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**.

Basic Data

Combined Sections Table

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:

Term:

Session:

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.

Basic Data

Combined Sections Table

Academic Institution: University of Florida
Term: Fall 2020
Session: Regular Academic Session

*Combined Sections ID	*Description	*Short Description	
0833	1 test 05152019	Join 1	<input type="button" value="View Combined Sections"/> <input type="button" value="+"/>
0832	1 test 05152019	Join 1	<input type="button" value="View Combined Sections"/> <input type="button" value="+"/>
0831	ENC 3254 MWF3	Join 23242	<input type="button" value="View Combined Sections"/> <input type="button" value="+"/>
0830	ENC 3254 MWF3	Join 23237	<input type="button" value="View Combined Sections"/> <input type="button" value="+"/>
0829	EEL3701C MWF7	jointotest	<input type="button" value="View Combined Sections"/> <input type="button" value="+"/>
0828	SPC2351	JoinToTEST	<input type="button" value="View Combined Sections"/> <input type="button" value="+"/>
0827	ENC2305	Join Test	<input type="button" value="View Combined Sections"/> <input type="button" value="+"/>
0826	SPC2608TO ARRANGE	Join TestC	<input type="button" value="View Combined Sections"/> <input type="button" value="+"/>
0825	CHM 0717 0693	CHM 0717 0	<input type="button" value="View Combined Sections"/> <input type="button" value="+"/>
0824	IDS4956 MWF3	Join 23230	<input type="button" value="View Combined Sections"/> <input type="button" value="+"/>

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.

*Combined Sections ID	*Description	*Short Description	
0833	test 05152019	Join	View Combined Sections + -
0834	<input type="text"/>		+ -
0832	test 05152019	Join	View Combined Sections + -

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.

*Combined Sections ID	*Description	*Short Description	
0833	test 05152019	Join	View Combined Sections + -
0834	SYD4021 MWF2	<input type="text"/>	+ -
0832	test 05152019	Join	View Combined Sections + -

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.

Basic Data
 New Window | Help | Personalize Page

Combined Sections Table

*Combined Sections ID	*Description	*Short Description	
0833	test 05152019	Join	View Combined Sections + -
0834	SYD4021 MWF2	Join 23246	+ -
0832	test 05152019	Join	View Combined Sections + -

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

0834	SYD4021 MWF2	Join 23246	View Combined Sections + -
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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.

Sections Combined Table
 New Window | Help | Personalize Page

Identify Combined Sections

Academic Institution	UFLOR	University of Florida	<input checked="" type="checkbox"/> Permanent Combination
Term	2208	Fall 2020	<input type="checkbox"/> Skip Mtg Pattern & Instr Edit
Session	1	Regular Academic Session	
Combined Sections ID	0834	SYD4021 MWF2	
*Combination Type Cross Subject			

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.

Sections Combined Table

Identify Combined Sections

Academic Institution UFLOR University of Florida
Term 2208 Fall 2020
Session 1 Regular Academic Session
Combined Sections ID 0834 SYD4021 MWF2

*Combination Type Cross Subject

Permanent Combination
Skip Mtg Pattern & Instr Edit
Warning: Mtg Pattern & Instr information will not be shared within the combined section.

Room Capacity

Requested Room Capacity	Enrollment Capacity	Wait List Capacity	Total
			0
			0

Linked Classes

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
					0	0	0	0	0	

UF Combined Section Mtg Nbr

Class Meeting Pattern Nbr	Start Date	End Date	Meeting Start Time	Meeting End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1											

View Combined Sections Table

Save Return to Search Notify

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.

Linked Classes

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
23246					0	0	0	0	0	
23247					0	0	0	0	0	

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.

Linked Classes

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
23246	SYD	4021	CMB1		30	30	0	0	0	LAS
23247	SYD	4021	CMB2		30	30	0	0	0	LAS

UF Combined Section Mtg Nbr

Class Meeting Pattern Nbr	Start Date	End Date	Meeting Start Time	Meeting End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1											

View Combined Sections Table

Save Return to Search Notify

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

*Class Nbr	Subject	Catalog Nbr	Section	Status
23246	SYD	4021	CMB1	Open
23247	SYD	4021	CMB2	Open

UF Combined Section Mtg Nbr

Class Meeting Pattern Nbr	Start Date	End Date
1		

View Combined Sections Table

Save Return to Search Notify

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.

UF Combined Section Mtg Nbr

Class Meeting Pattern Nbr	Start Date	End Date
1		

View Combined Sections Table

Save Return to Search Notify

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

Sections Combined

Identify Combined Sections

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: UFLOR
Term: 2208
Session: Regular Academic Session
Combined Sections ID: begins with 0834
Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Academic Institution	Term	Session	Combined Sections ID	Description
UFLOR	2208	Regular	0834	SYD4021 MW/F2

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.

UF Combined Section Mtg Nbr											
Class Meeting Pattern Nbr	Start Date	End Date	Meeting Start Time	Meeting End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	08/24/2020	12/09/2020	8:30AM	9:20AM	Y	N	Y	N	Y	N	N

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.

Meeting Start Time	Meeting End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:30AM	9:20AM	Y	N	Y	N	Y	N	N

34. Click **View All**.

30	30	0	0	0	LAS	+	-
Personalize Find View All First 1 of 1 Last							
Meeting Start Time	Meeting End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:30AM	9:20AM	Y	N	Y	N	Y	N

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.

Sections Combined

New Window

Help

Personalize Page

Identify Combined Sections

Academic Institution

UFLOR

University of Florida

Term

2208

Fall 2020

Session

1

Regular Academic Session

Combined Sections ID

0834

SYD4021 MWF2

☒ Permanent Combination
 ☒ Skip Mtg Pattern & Instr Edit

Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type

Cross Subject

Room Capacity

Requested Room Capacity

60

Enrollment Capacity

60

Wait List Capacity

Total

0

Linked Classes

Personalize

Find

View All

First

1-2 of 2

Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
23246	SYD	4021	CMB1	Open	30	30	0	0	0	LAS
23247	SYD	4021	CMB2	Open	30	30	0	0	0	LAS

UF Combined Section Mtg Nbr

Class Meeting Pattern Nbr

Start Date

End Date

Meeting Start Time

Meeting End Time

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

1	1	08/24/2020	12/09/2020	8:30AM	9:20AM	Y	N	Y	N	Y	N	N
2												

View Combined Sections Table

Save

Return to Search

Notify

36. Click **Save**.

Sections Combined

New Window

Help

Personalize Page

Identify Combined Sections

Academic Institution

UFLOR

University of Florida

Term

2208

Fall 2020

Session

1

Regular Academic Session

Combined Sections ID

0834

SYD4021 MWF2

☒ Permanent Combination
 ☒ Skip Mtg Pattern & Instr Edit

Warning: Mtg Pattern & Instr information will not be shared within the combined section.

*Combination Type

Cross Subject

Room Capacity

Requested Room Capacity

60

Enrollment Capacity

60

Wait List Capacity

Total

0

Linked Classes

Personalize

Find

View All

First

1-2 of 2

Last

*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group
23246	SYD	4021	CMB1	Open	30	30	0	0	0	LAS
23247	SYD	4021	CMB2	Open	30	30	0	0	0	LAS

UF Combined Section Mtg Nbr

Class Meeting Pattern Nbr

Start Date

End Date

Meeting Start Time

Meeting End Time

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

1	1	08/24/2020	12/09/2020	8:30AM	9:20AM	Y	N	Y	N	Y	N	N
2												

View Combined Sections Table

Save

Return to Search

Notify