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

tain Schedule	of Classes		
r any information you	have and clic	Search. Leave fiel	lds blank for a list of a
nd an Existing Value	9		
Search Criteria			
	= •	UFLOR	Q
	= •		Q
	= *		Q
Catalog Nbr:	begins with		
Academic Career:	= v		٣
Campus:	begins with		Q
Description:	begins with		
Course ID:	begins with		Q
Course Offering Nbr:	= ¥		Q
Academic Organization:	begins with		
Case Sensitive			

2. Click Search.





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

		<u> </u>	
Basic Data Meetings Enrollment Cntrl Reserve Cap	Notes Exam LMS Data Ie	New Window Help Personalize	Page
	Course Offering Nbr 1 rad Demography & Area Study rulation Issues	Auto Create Component	
Class Sections *Session 1 Q *Class Section CMB1		Find View All First © 2 of 3 Last class Nbr 23246 Image: Compared and the compared	
*Component LEC Q *Class Type Enrollment Section *Associated Class 1 Q Un	Lecture V its 3.00 Associated C	Event ID lass Attributes	
*Campus MAIN *Location [S90000001] Q Course Administrator	Main MAIN CAMPUS	Add Fee	
*Academic Organization 16920500 Q Academic Group LAS *Holiday Schedule UFLOR Q Instruction Mode PC	LAS(LS)-Sociology Liberal Arts and Sciences UF Holiday Schedule PC - Primarily Classrm (0-49%)	Dynamic Date Calc Required Generate Class Mtg Attendance Sync Attendance with Class Mtg	
Primary Instr Section CMB1		GL Interface Required	
Course Topic ID Q		Print Topic in Schedule	
Equivalent Course Group Course Equivalent Course Group		Dverride Equivalent Course	

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

Auto (Create Com	ponent		
Find	View All	First (2 of 3	Last
Nbr 23246				
ate 08/24/202	0 112/0	9/2020	-t	

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

		<u></u> ^ ຊ	O :
Basic Data Meetings Enrollment Cntrl Reserve Cap	Notes Exam LMS Data Textboo	New Window Help P	ersonalize Page
Catalog Nbr 4021 US Pop	Course Offering Nbr 1 rad Demography & Area Study ulation Issues	Auto Create Component	
Class Sections *Session 1 Q *Class Section CMB2		Find View All First 3 of 3 Last Nbr 23247 + - Date 08/24/2020 12/09/2020 13	
*Component LEC Q *Class Type Enrollment Section *Associated Class 1 Q Un	Lecture Eve	nt ID	
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*Academic Organization (16920500 Q Academic Group LAS "Holiday Schedule [UFLOR Q Instruction Mode PC	LAS(LS)-Sociology Liberal Arts and Sciences UF Holiday Schedule PC - Primarily Classrm (0-49%)	Dynamic Date Calc Required Generate Class Mtg Attendance Sync Attendance with Class Mtg GL Interface Required GL	
Primary Instr Section CMB2 Class Topic			
Course Topic ID	Print	Topic in Schedule	
Equivalent Course Group Course Equivalent Course Group	Over	ride Equivalent Course	



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

Auto Cr	eate Com	ponent		
Find \	/iew All	First	• of	3 🕑 La
Class Nbr 23247				+
t/End Date 08/24/2020	B 12/0	9/2020	31	
Event ID				

7. Click the **Meetings** tab.

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									New Window	Help Personalize Page
Basic Data	Meetings En	roliment Cntri	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface		
Aci	Subject Area	Fall 2020 SYD	Undergra Soc of D	emograph	iy & Area S	Study		Auto Create Co	mponent	
Class Section	Catalog Nb ns	r 4021	US Popu	lation Issu	Jes			Find View All	First 🚺 2 of 3 🕚	Last

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.

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		sroom/Traditiona (based on a meetin	g time weighted	distance learning	total of: 0%)			
Primary Tech Delivery:	N - No Tech or Tra	ditional Ins 0%						
Secondary Tech Delivery:	N - No Tech or Tra	ditional Ins 0%						
Tertiary Tech Delivery:	N - No Tech or Tra	ditional Ins 0%						
eeting Pattern					Find View All	First 🕚 1 d	of 2 🕑 Last	
Facility ID Capa	ncity Pat MWF2	Mtg Start Mtg End Q 8:30AM 9:20AM	M T	W T F		End Date /2020 🛐 12/09		l next row
	1	Topic ID	Free Format T	opic				
	🔲 Print Topi	ic On Transcript Co	ntact Hours					
Meeting Time Information								
			Tech Indicator	(S)	Tech	Percentage(s)		
Meet Type: Regular	Ŧ	Primary: N - No Tech	or Traditional Ir	IS ¥		0		
% of Course: 75		Secondary: N - No Tech	or Traditional In	IS 🔻		0		
		Tertiary: N - No Tech				0		
		reludiy. In the red						
				Me	et Time Total %:	0		
Instructors For Meeting Pa	ttern		Persona	alize Find Viev	v Ali 🖾 🔢	First 🕚 1 of 1	Last	
Assignment Workload	····							
) Na	me	*Instructor Role	Print		Access	Contact		
2062630 Q Alligator, Albert	a B (Inv	alid Value)	v 🖌			T	+ -	
Room Characteristics			Personalize	Find 💷 🛄	First 🕚 1	of 1 🕑 Last		
Room Characteristic	Description				*Quantity			
٩					1	+ -		
Academic Shift			Personalize	Find 💷 🛄	First 🕚 1	of 1 🕑 Last		

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).

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Delivery Meth	hod Indicator: PC -	Primarily Classroom/Traditiona (Dased	on a meeting time	e weighted die	stance learn	ing total of: U%	6)			
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Secondary T	Tech Delivery: N - N	o Tech or Traditional Ins 0%								
Tertiary 1	Tech Delivery: N - N	o Tech or Traditional Ins 0%								
leeting Pattern						Find V	iew All Fin	rst 🕚 1 o	f 2 🕑 Las	t
Facility ID	Capacity	Pat Mtg Start MWF2 Q 8:30AM	Mtg End 9:20AM	M T W ✔ ■ ₹	T F	S S	*Start/End Da 08/24/2020		+ : 2020 🛐	
		Topic ID Q	Free	e Format Top	ic					
		Print Topic On Transcript	Contact I	Hours						
Meeting Time	Information									
				h Indicator(s)			Tech Perce	ntage(s)		
Meet Ty	pe: Regular	Primary:	N - No Tech or Tr	aditional Ins	٣]	0			
% of Cour	se: 75	Secondary:	N - No Tech or Tr	aditional Ins]	0			
		Tertiary	N - No Tech or Tr	aditional Ins	٣	1	0			
		Tortury.								
						Meet Time To	-			
	or Meeting Pattern			Personalia	te Find V	/iew All 🖾	First	④ 1 of 1	Last	
Assignment	Workload m									
D	Name	*Instructor Ro		Print		Access		Contact		
02062630 Q	Alligator, Alberta B	(Invalid Value)	٣				٣		+ -	
Room Charact	teristics		F	ersonalize	Find 💷	First	④ 1 of 1 ④	Last		
Room Characteris	stic Des	cription				*Quantity				
	Q					1	+			
Academic Shi	ft		P	ersonalize	Find 🖉	First	(1) 1 of 1 (1)	Last		

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

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Basic Data Meetings Enro	liment Cntri	Reserve Cap	Notes	Exam	LMS Data	Textbook	GL Interface	1	New Window	Help Per	sonalize l	Page
Dasie Data Micetings Line	unione onen	Toperae onb	10163	C70111	Enio Data	Textbook						
Course ID Academic Institution		Florida	Course C	Offering N	lbr 1							
	Fall 2020	Underg										
Subject Area			Demograph		Study							
Catalog Nbr	4021	US Pop	oulation Issu	les								
Class Sections								Find Vi	ew All Firs	it 🕚 2 of	🕑 Last	
Session	1		Regular Ac	ademic S	ession		Class Nbr	23246				
Class Section	CMB1	Component	Lecture				Event ID					
Associated Class	1	Units	3.00									
Section Information												
	Coincouillo A			Requ	ire a Physical	Presence						
Anticipated Location:			•		No Physical F	Prosonco Por	wired:					
Meeting Types Utilized:	Synchronous	*			NO Physical P			-	-			
Online	-						mpus: 🗹 Class					
Unine.	Cive" See	ssion				UF Offsite F	acility: 🔲 Class	Exam	Other			
	Online Pro	octored Exam				Third Party	Sites: 🔲 Class	Exam	Other			
BOE Technology Indicators												
Status: 0	Complete			Co	urse Total %:	100	Total Distance I	earning %:	0			
Delivery Method Indicator:	PC - Primarily	Classroom/Trad	itiona (base	d on a me	eting time weig	hted 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:												
rendary rechibelivery:		naunonui 115.	5 /V									
Meeting Pattern							Find	Miow All	Firet (1) 2	12 D 10	ct	

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 F	irs	🖲 1 of 2 🍳) L
Facility ID	Q	Capacity	Pat MWF2 Q	Mtg Start 8:30AM	Mtg End 9:20AM	M	T	W	T	F	S	S	*Start/End E 08/24/2020		12/09/2020	-
			Торі	c ID 📃 🔍		ree Fo	mat	Торіс	, E							
			Print Topic O	n Transcript	Conta	ict Hour	s									

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

Veeting Pattern												Find	View All First	Contraction of the second	ast
Facility ID		Capacity	Pat	Mtg Start	Mtg End	М	т	W	т	F	S	S	*Start/End Date		+ -
	Q		MWF2 Q	8:30AM	9:20AM	4		1		1			08/24/2020	12/09/2020	BI
			Торі			Free Fo	rmat	Topic	E						
			Print Topic O	n Transcript	Con	tact Hou	2								

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.

	â (Q 🖸	
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 🕚 2 of 2 🛞	Last	
Facility ID Capacity Pat Mtg Start	Mtg End M T W T F S * Start/End Date 3:50PM Image: Start		
Topic ID	Free Format Topic		
Print Topic On Transcript	Contact Hours		
Meeting Time Information			
	Tech Indicator(s) Tech Percentage(s)		

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

									New W	indow He	p Pers	onalize F
Basic Data	Meetings Enr	oliment Cntri	Reserve Cap	Notes	Exam	LMS Data	Textbook	<u>G</u> L Interface				
А	Course II cademic Institution Term		Florida Under	Course (Offering N	Nbr 1						
	Subject Area Catalog Nb	a SYD	Soc of	Demograph pulation Iss	-	Study						
lass Sectio	ns								Find View All	First 3	3 of 3	Last
	Session Class Section Associated Class	CMB2	Component Units		ademic S	ession		Class Nbr Event ID	23247			

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**.

Combined Section					
nter any information	you	have an	d click Search. Le	ave fields blank fo	r a list of all values.
Find an Existing V	alu	е			
Search Criteria	i.				
Academic Institution:	=	•	UFLOR	Q	
Term:	=	•	2208	Q	
Session:	=	*			¥

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.

ombined	Sections Ta	able				New Window Help Personalize
Academic In Term:		University of Florida Fall 2020				
Session: Combined	*Description	Regular Academic S	*Short Description			
0833	1 test 05152	019	Join 1	View Combined Sections	+ -	
0832	test 05152	019	Join 1	View Combined Sections	+ -	
0831	ENC 3254 MWF	=3	Join 23242	View Combined Sections	+ -	
0830	ENC 3254 MWF	-3	Join 23237	View Combined Sections	+ -	
0829	EEL3701C MW	F7	jointotest	View Combined Sections	+ -	
0828	SPC2351		JoinToTEST	View Combined Sections	+ -	
0827	ENC2305		Join Test	View Combined Sections	+ -	
0826	SPC2608TO AF	RRANGE	Join TestC	View Combined Sections	+ -	
0825	CHM 0717 0693	3	CHM 0717 0	View Combined Sections	+ -	
0824	IDS4956 MWE3		Join 23230	View Combined Sections	+ -	

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				+ -
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			+ -
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.

C Basic Date	ata					🟫 ର 🔅 🛾
Combined	Sections Tab	ble				New Window Help Personalize Page
Academic In	nstitution:	University of Florida				
Term:		Fall 2020				
Session:		Regular Academic Se	ssion			
*Combined Sections ID	*Description		*Short Description			
0833	test 0515201	19	Join	View Combined Sections	+ -	
0834	SYD4021 MWF2		Join 23246		± -	
0832	test 0515201	19	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
0034	STD4021 WWVFZ	Join 23246	view Complined Sections

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			🏫 Q 🔅 🗏
Identify Combined Sections			New Window Help Personalize Pa
Academic Institution Term		University of Florida Fall 2020	Permanent Combination
Session Combined Sections ID		Regular Academic Session SYD4021 MWF2	Warning: Mtg Pattern & Instr information will not be shared within the combined section.
*Combination Type	Cross Sub	ject v	

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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									â	Q	Ö	E
								Ν	lew Window	Help	Personalia	ze Pag
Identify Combined Sections												
Academic Institution	UFLOR U	niversity of Florida				Permanen						
		all 2020				Skip Mtg I						
Session Combined Sections ID		egular Academic Se YD4021 MWF2	ssion				tg Pattern & ombined sec	Instr information	will not be sha	red		
						wann are e	ombined see					
*Combination Type	Cross Subject	Ŧ										
Room Capacity						Total						
Requested Room Capacity		E	nrollment	Capacity		0						
			Wait List	Capacity		0						
Linked Classes			Personaliz	e Find Vi	ew All 💷	📑 Fir	rst 🕙 1 (of 1 🕑 Last				
Combined Sections Class Descrip	tion											
*Class Nbr Subject Catalog Nbr	Section St	atus Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Gro	up				
Q		0	0	0	0	0		+ -				
UF Combined Section Mtg Nbr							Pe	rsonalize Fin	d View All	ي ا	First	t 🕢
Class Meeting Pattern Nbr Start Date	End Da	te Meeting	g Start Time	Meeting	End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	y Su
1												
View Combined Sections Table												
🔚 Save 🔯 Return to Search 🖃 N	Notify											
	touty											

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 Clas	sses				F	ersonalize	Find Viev	v All 🖾	First	: 🕚 1-2 of 2	U Last
Combined	Sections	Class Descript	ion								
*Class Nbr	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Group	
Q					0	0	0	0	0		+ -
Q					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.

Combined S	ections	Class Description	on 💷)				w All 🖾		🕚 1-2 of 2						
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	+	-				
Class Meeti	ng Pattern	Nbr Start Date	En	id Date	Meeting	g Start Time	Meeting	g End Time	Monday	Tuesday N	Nednes	sday	Thursday	Friday	Saturday	
1		T														



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

23246 Q SYD 4021 CMB1 Op 23247 Q SYD 4021 CMB2 Op UF Combined Section Mtg Nbr Class Meeting Pattern Nbr Start Date End Date 1 T T T
UF Combined Section Mtg Nbr
3
View Combined Sections Table

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.

Pattern Nbr	Start Date
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ections rable	ch 🔛 N
	turn to Sear

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

Sections Co	mbined		
dentify Combined	Sections		
nter any information y	ou have and clic	k Search. Leave fields bla	nk for a list of all v
Find an Existing Va	ue		
Search Criteria			
Academic Institution:	= •	UFLOR	Q
Term:	= •	2208	Q
Session:	= ¥	Regular Academic Sess	_ `
Combined Sections ID	begins with v	0834	7
Description:	begins with v		
Case Sensitive			
		-3	
Search Clear	Basic Searc	h 📴 Save Search Crite	eria
Search Results			
View All		First 🕚 1 of 1	Last
	m Session Com	hined Sections ID Descript	ion
Academic Institution Ter			



30. Click the dropdown.

Combined Sections ID 0834 SYD 4021 MWF2 "Combined Sections ID 0834 SYD 4021 MWF2 "Combined Sections ID 0834 SYD 4021 MWF2 Total Total Requested Room Capacity 60 0 Total Wait List Capacity 00 Linked Classes Personalize Find View All (2) Enrol Merce 2 Combined Sections Class Dire Class Dire Class Class Description """ "" Combined Sections Class Nbr Subject Combined Sections Class Nbr Subject Combined Sections Class Nbr Subject Catalog Nbr Section Siteus Req Room Catalog Nbr Section Siteus Catalog Nbr Section Siteus Catalog Nbr Catalog Nbr Catalog Nbr Section Siteus Catalog Nbr						a section.	ombined sec						SYD402			0	
Total Total Total Enrollment Capacity 60 Wait List Capacity Octombined Sections Class Description Total Octombined Sections Status Req Room Combined Section Status Req Room Cape Cape Cape Cape Cape Cape Cape Cape								Total					ject				
Combined Sections Class Description Immunol Environmental Environmental Main Cap				act	l ast	1-2 of 2 🛞	 1.2 	0		Capacity	Wait List (60	Room Capacity		
Class for Subject Catalog for Section Section Section Section Catalog Catalog Section Section Section Section Section Section Section 23246 Q SYD 4021 CMB1 Open 30 30 0 0 LAS Image: Ima				101	C Labi	1-2 01 2 -	0 1-2		VIII G-11	T III U T VIEW	ersonalize)	tion 📖	Class Descrip		
						Group	Acad Gro	Wait Tot	Wait Cap	Enrl Tot	Enrl Cap		Status	Section	Catalog Nbr	Subject	Class Nbr
				-	+ -	+	LAS	0	0	0	30	30	Open	CMB1	4021	SYD	23246 Q
23247 Q SYD 4021 CMB2 Open 30 30 0 0 LAS +				-	+ -	+	LAS	0	0	0	30	30	Open	CMB2	4021	SYD	23247 Q
UF Combined Section Mtg Nbr Personalize Find View All 🖾 🧱 First	irst 🕚	Fire Fire	View All 💷	Find View All	alize Fin	Personalize	Pe								n Mtg Nbr	ed Section	UF Combine
Class Meeting Pattern Nbr Start Date End Date Meeting Start Time Meeting End Time Monday Tuesday Wednesday Thursday Friday Saturday	rday Su	riday Saturda	Thursday Frida	lay Thursday	dnesday	ay Wedne	Tuesday	Monday	End Time	Meeting	g Start Time	Meeting	d Date	En	Nbr Start Date	ing Pattern N	Class Meet

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.

	23247 Q	SYD	4021		CN
U	F Combine	ed Section	on Mtg	Nbr	
	Class Meet	ing Pattern	n Nbr S	tart Date	
1			Ŧ		
View	1 W Combined	- Sections	таріе		
B 5	Save 🔯	Return to	Search	🖹 N	otify

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

JF Combined Section Mtg	g Nbr					Pe	rsonalize Find	d View All	21	First	4
Class Meeting Pattern Nbr	Start Date	End Date	Meeting Start Time	Meeting End Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	5
1 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.

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t 🕙 1 of 1 🕑 Last	First	Ø 🔣	View All	rsonalize Find	Pe					
y Sunday	Saturday	Friday	Thursday	Wednesday	Tuesday	Monday	nd Time	Meeting Er	tart Time	Meeting S
the second se	N	v	N	v	N	Y		9:20AM		8:30AM

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34. Click View All.

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Meeting S	tart Time	Meeting En	d Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	e L	dSL
meeting 5	lart mine	weeting En	1 mile	wonday	Tuesday	weunesuay	Thursday	Fluay	Saturday	Sunuay	-	-
8:30AM		9:20AM		Y	N	Y	N	Y	N	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.

	ombined	Sections													
	Combine	nic Institution Term Session d Sections ID bination Type	2208 1 0834	Fall 202 Regular SYD402	ity of Florida 0 Academic Se 21 MWF2	ssion			-	Pattern & I	nstr Edit Instr infor		vill not be share	ed.	
Room Capa															
_inked Clas		oom Capacity	60			Wait List (Capacity	60 v All 🔄	0 0	 1-2 c 	of 2 🕑	Last			
Combined S	ections	Class Descrip	tion	D											
	Subject	Catalog Nbr	Section	Status	Req Room Cap	Enrl Cap	Enrl Tot	Wait Cap	Wait Tot	Acad Grou	qu				
Class Nbr		4021	CMB1	Open	30	30	0	0	0	LAS	+	-			
23246 🔍	SYD						0	0	0	LAS	+	-			
		4021	CMB2	Open	30	30	•								
23246 🔍	SYD	1	CMB2	Open	30	30				Pers		Find	View 1		First
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36. Click Save.

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