


quick tips

Combined Classes: Changing data

Making changes to combined classes becomes necessary when:

- a) The meeting pattern information has changed (e.g. room, days, times, etc.)
- b) The instructor information has changed (e.g. name, assignment hours, etc.)

I. Changing meeting pattern information:


 You need only update the meeting information on one class within a Combined Sections ID; the change will be automatically updated on the remaining classes within a Combined Sections ID.

- Navigate to Schedule Class Meetings

[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Schedule Class Meetings**

- Display one of the combined classes.

Tip: It is only necessary to enter the term and class number on the search page to display the class information.

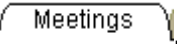
- Make the necessary changes to the meeting pattern information.
- Save the new data. , or *Alt+1+enter*


II. Changing instructor information:



 You must change the instructor information on each individual class that is combined.


- Navigate to Schedule Class Meetings


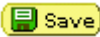
[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Schedule Class Meetings**

- Display the first of the combined classes.
- Navigate to the Meetings tab 


 Repeat for each class

- Remove old data
 - Open the instructor detail information and delete all the data. (.
 - Save the new data. , or *Alt+1+enter*
 - Return to the Meetings tab.



 Update only one class


- Enter new data
 - Delete the EMPLID information using the  button.
 - Add the new EMPLID information.
 - Save the new data. , or *Alt+1+enter*
 - The EMPLID data has been copied to the other combined classes!

Tip: Delete the payroll information from the Detail BEFORE entering the new EMPL ID.

 Repeat
for each
class



- Open the instructor detail information and add the new data. ().
- Save the new data. ( or *Alt+1+enter*)
- Return to the Meetings tab.

 It is **not** necessary to uncombine the classes prior to making changes to either meeting pattern or instructor information. Doing so, will create orphaned instructor detail information!