Modifying an ordered class section’s meeting pattern and instructor

This guide will cover:

• The procedure of changing facility id, meeting times and instructor for an ordered class section.

Step One

Navigate to the following breadcrumb:

Step Two

Search for the class section you wish to update. The term is a required field on this search page. You can also enter the Subject Area and Catalog Nbr to narrow down your search. Then click Search.

Step Three

Select the correct course offering.

REMEmber: The Course Offering Nbr value in the last column shows the offering college for sections of ENGL1000 that have been scheduled. It is important to make sure that you are updating your own class sections. The Course Offering Nbr is one data element that can be used to do that when a course is being offered by different colleges.
Step Four

Clicking on any of the data elements from the search results will take you to the Basic Data page tab of the Maintain Schedule of Classes component page.

**REMEMBER:** When you have accessed the Basic Data page tab, it’s always good to check that you have selected the correct course before editing. Here is a two-step checklist before editing:

1. Check the “Course Offering Nbr” and “Catalog Nbr” to make sure you are on the correct course.
2. Make sure you are on the correct row that contains the Class Section you will be editing.
Step Five
Click on the **Meetings** tab. On this page you will be able to see the assigned meeting room (Facility ID), meeting times (MTG Start/MTG End) and instructor(s).

![Meeting page screenshot]

Step Six
Under the **Meeting Pattern** section, you will see the original meeting pattern entry you have assigned for the class section.

To delete the original meeting pattern, click the **minus** icon ( − ) located on the top right underneath the Meeting Pattern title header.

Step Seven
A confirmation window will appear asking if you are sure you want to delete the entry. Click **OK**.

![Delete Confirmation screenshot]
Step Eight
The original meeting pattern and instructor information will be deleted and display blank fields.
Enter in the new meeting pattern and instructor information in the blank fields.

Step Nine
Click Save.

You have now completed the steps of modifying an ordered class section’s meeting pattern