

Assigning Dates for Sections in CLSS

If a section is meeting the entire term, the session dates are set as the default and no action is necessary. Any section meeting less than the entire term, must have dates assigned using the following directions.

Edit Section – ACCT 250-01: Principles of Accounting I (SIS ID: 6236; CLSS ID: 23)

Section Information

Title/Topic	Principles of Accounting I (Default Value)	Session	Summer 1
Section #	01	Campus	University of Nebraska Kearney (Kearney)
Credit Hrs	3	Inst. Method	Web Based
Status	Active	Schedule Print	Yes
Consent	No Special Consent Required	Component	Lecture
Link To	Not linked to other sections	Combined With	Select section...

Course Attributes
None Assigned

Instructor Eschenbrenner, Brenda (40088180)

Room ONLINE (111) **Schedule** TBA

Enrollment 0 current

Maximum	Rm Cap Request
30	30

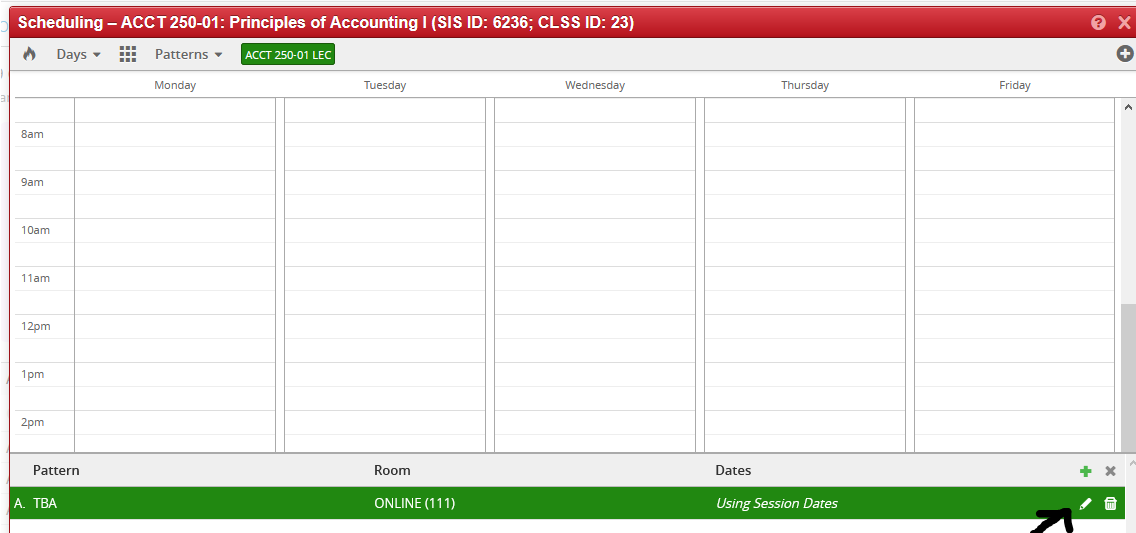
Notes

- 0253 - This class is web based. After registering, access this class on the start date at <http://canvas.unk.edu> For more information, visit the following link <http://www.unk.edu/academics/ecampus/resources->

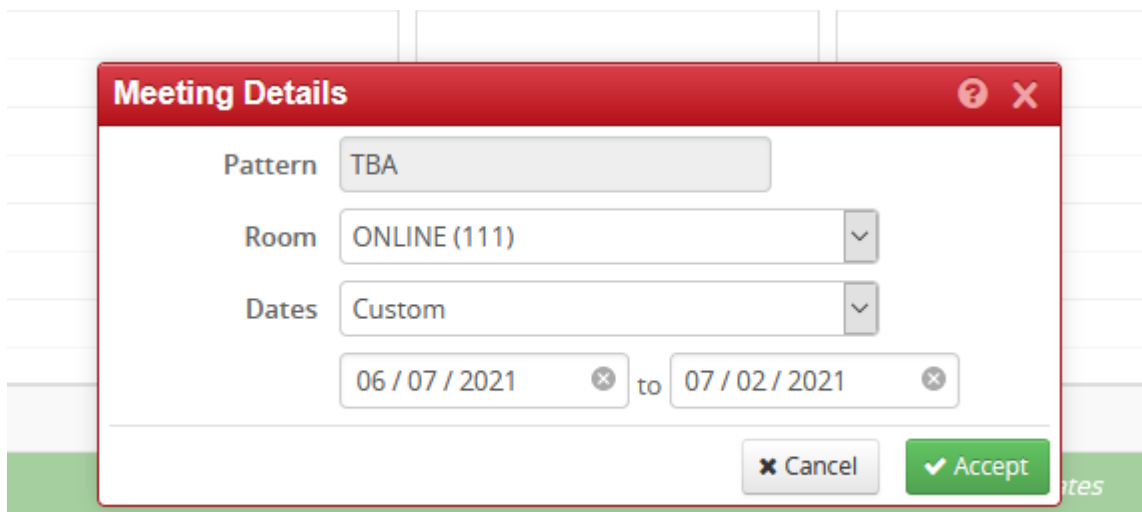
Comments

Bridge Tools Cancel Save Section

Click on the meeting time from the Edit Section/Create Section Screen. This will open the Snapper Screen. Now click on the Meetings box in the lower left corner to bring up the Meeting Patterns bar.

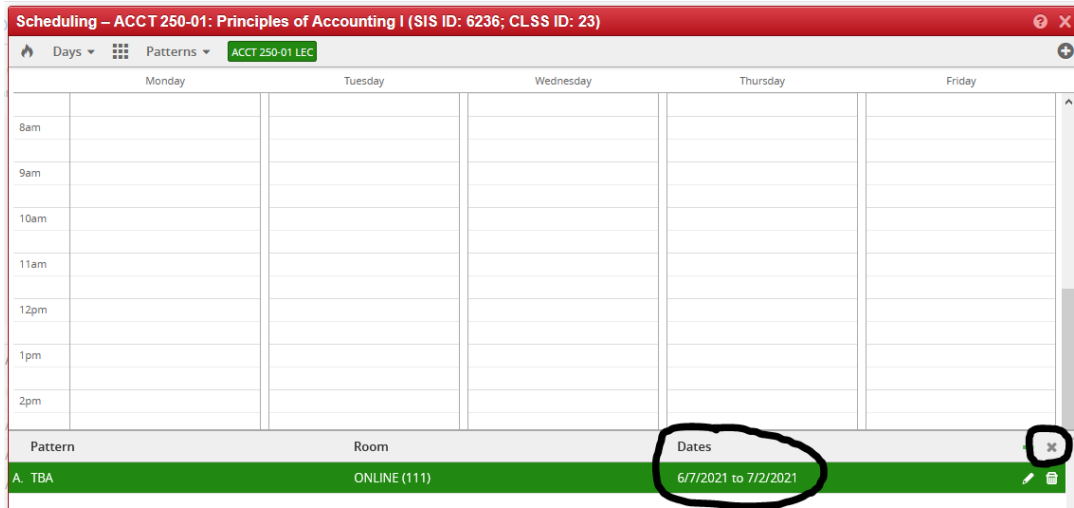


Click on the pencil on the right hand side of the green bar and the Meeting Details Box will pop up. Click on the dropdown for Dates. If the section is meeting the entire Term, the session dates are set as the default and no action is necessary. If the section is meeting less than the entire term, select Custom to assign the start and end dates. **Summer sections may only begin on an approved Start Date provided in the scheduling memo, and sections must end on a Friday date regardless whether the class meets.**

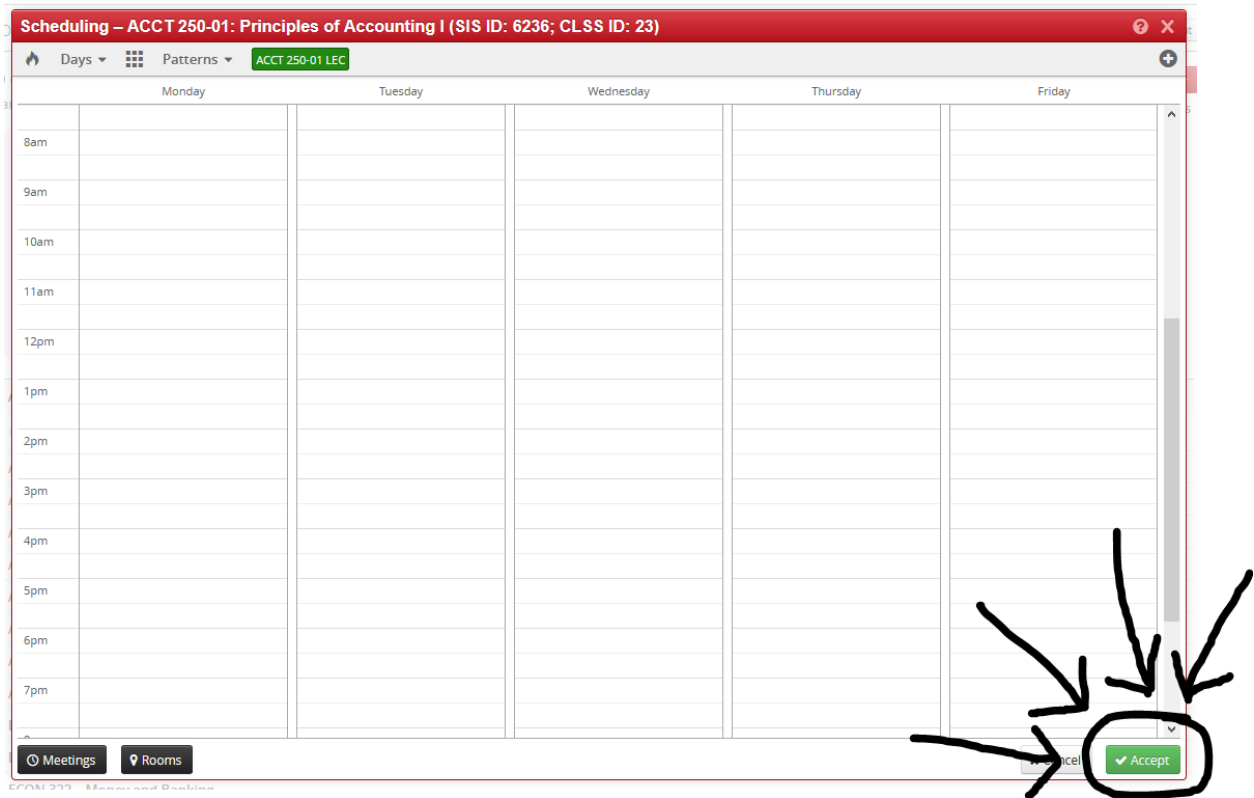


Click Accept to close and be returned to the green meeting pattern bar.

The meeting dates should now appear on the green bar. Click the grey X on the right to lower the green bar.



Click the Accept in the lower right hand corner to save the meeting dates!!
Failure to click ACCEPT will reset the dates to the Default Dates of the entire term!



Clicking Accept will open the Edit/Create Section Screen to complete edits. Click Save Section.