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.

Title/Topic	Principles of Accounting I (De	fault Value) 🗸	Session	Summer 1 🗸	
Section #	01		Campus	University of Nebraska Kearney (Kearney 🗸	
Credit Hrs	3		Inst. Method	Web Based 🗸	
Status	Active	\sim	Schedule Print	Yes	
Consent	No Special Consent Required	~	Component	Lecture	
Link To	Not linked to other sections	\sim	Combined With	Select section 🗸	
			Course Attribut	es	
		Peem			
tructor		Koom	Sc	chedule	
chenbrenner, Br	renda (40088180)	ONLINE (111)		3 TBA	
chenbrenner, Br rollment	renda (40088180)	ONLINE (111)	current Notes	tBA	
rollment Maximum	Rm Cap Request	ONLINE (111)	Current Notes 1. 0253 - This class the start date a following link h	B TBA B TBA ass is web based. After registering, access this class of at http://canvas.unk.edu For more information, visit http://www.unk.edu/academics/ecampus/resources	on / t the
rollment Aaximum 30	Rm Cap Request	ONLINE (111)	Current Notes 1. 0253 - This class the start data a following link h	B TBA TBA as is web based. After registering, access this class of at http://canvas.unk.edu For more information, visit http://www.unk.edu/academics/ecampus/resources	on t the 5-

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.

Scheduling – ACCT 250-01	: Principles of Accounting I (SIS II	D: 6236; CLSS ID: 23)		0
👌 Days 👻 Patterns 🔹	ACCT 250-01 LEC			(
Monday	Tuesday	Wednesday	Thursday	Friday
Bam				
lam				
uam				
1am				
2pm				
1pm				
2pm				
			-	
Pattern	Room		Dates	+ ×
ТВА	ONLINE (111)		Using Session Dates	🖉 🗎

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. <u>Summer sections may only begin</u> <u>on an approved Start Date provided in the scheduling memo, and sections must end on a</u> <u>Friday date regardless whether the class meets.</u>

Meeting Details	•	0 X
Pattern	ТВА	
Room	ONLINE (111)]
Dates	Custom]
	06 / 07 / 2021 🛛 to 07 / 02 / 2021	
	* Cancel	✓ Accept

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.

Scheduling – ACCT 250-01:	Principles of Accounting I (SIS ID: (5236; CLSS ID: 23)		0 X
👌 Days 🔹 🔛 Patterns 👻	ACCT 250-01 LEC			(
Monday	Tuesday	Wednesday	Thursday	Friday
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11am				
120m				
1pm				
2pm				
Pattern	Room		Dates	· x
. ТВА	ONLINE (111)		6/7/2021 to 7/2/2021	/ 🖬

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

-	Manday	Tuesday Wedeseday Thursday			Friday
	Monday	Tuesday	wednesday	Inursday	Friday
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Clicking Accept will open the Edit/Create Section Screen to complete edits. Click Save Section.