


# quick tips

## Combined Classes: Changing data

### Making changes to combined classes becomes necessary when:

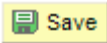
- The meeting pattern information has changed (e.g. room, days, times, etc.)
- The instructor information has changed (e.g. name, assignment hours, etc.)

#### 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.

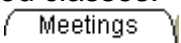
- Navigate to Schedule Class Meetings  
[Home](#) > [Curriculum Management](#) > [Schedule of Classes](#) > **Schedule Class Meetings**
- Display one of the combined classes.


**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. When changing the room, check each individual class that is combined the room was automatically updated.
- Save the new data. , or *Alt+1+enter*


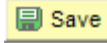
#### II. Changing instructor information:


 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 .


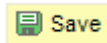
 Repeat  
for each  
class

#### ○ 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.


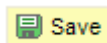
 Update  
only one  
class


#### ○ 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 EMPLID.

 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!