

Combined Sections Instructions – CourseLeaf Section Scheduler (CLSS)

Setting up a new combination

When setting up a new combination, remember “the child asks permission from the parent.” The child section (non-sponsor section) should always be the one typing in the parent section in the “combine with” field. This determines the child/parent relationship in CLSS and who controls the scheduling for the combination. Please also keep in mind:

- The parent section will always control the combined enrollment, meeting pattern, room, instructor and session fields.
- Uncombining can only be done through the child section; the parent cannot break-up with their child.

Design Mode

1. Combination of two sections
 - a. Create parent section. Fill out all fields.
 - i. Add COMB sponsor attribute.
 - ii. Save.
 - b. Create child section. You do not need to fill out instructor, meeting pattern or room. Make sure to fill out the rest of the fields.
 - i. Type parent section in the “combine with field.”
 - ii. Add COMB non-sponsor attribute.
 - iii. Save.
 - c. The combined enrollment max will auto total to the enrollment max of each section. This can be updated on the parent section.
 - i. Be sure to check the combined enrollment max and adjust accordingly.
2. Combination of more than two sections
 - a. Follow the steps above for the combination of two sections and repeat child section steps for each child section.
3. Combining two existing sections
 - a. Check the parent section to ensure all fields are correct.
 - i. Add COMB attribute.
 - b. In the child section, make sure fields are correct (can skip instructor, room and meeting pattern).
 - i. Add COMB attribute.
 - ii. Type in parent section in the “combine with” field.
 - iii. Save.
4. Linked and combined sections
 - a. Create parent section. Fill out all fields.
 - i. Add COMB sponsor attribute.
 - ii. Link to appropriate section(s) in “link to” field.
 - iii. Save.
 - b. Create child section. You do not need to fill out instructor, meeting pattern or room. Make sure to fill out the rest of the fields.
 - i. Add COMB non-sponsor attribute.
 - ii. Link to appropriate sections.
 - iii. Type in the parent section in the “combine with” field.
 - iv. Save.

Refine Mode

1. The instructions for design mode apply for refine mode, with the exception of “submit to workflow” instead of “save.”
2. **Note:** If the parent section is in workflow, you’ll need to wait until it’s been fully approved before you can create the child section and combine it with the parent section.

How to uncombine

Design Mode

1. Go to the child section and click on the red x next to the “combine with” field.
 - a. **Note:** This will drop the meeting pattern, room and instructor.
 - i. You may need to add this information back based on what changes are being made after uncombining.
 - b. Save.
 - c. Repeat steps for each child section that needs to be uncombined.

Refine Mode

1. No enrollment
 - a. Uncombine each child section using the steps for design mode.
 - b. All sections may lose their meeting pattern, room and instructor.
 - i. If sent through workflow, the meeting pattern, instructor and room will always be added back by academic scheduling to the **parent** section.
 1. If the meeting pattern, room and instructor should instead be added to the child section after uncombining, leave a comment for academic scheduling to add that information back.
 - ii. **Note:** If the instruction mode is remote or online, you may receive an error related to the room. When sections are uncombined, the room will drop but you cannot add a new room until it’s been fully approved. To bypass this error, change the instruction mode to “in-person.” You can change the modality back after the uncombining has been saved or approved out of workflow.
2. Enrollment
 - a. If there is enrollment and both sections are being uncombined but staying active with the same meeting pattern, room and instructor, please email [academic scheduling](#) to assist.
 - b. If there is enrollment and the meeting pattern is changing on one or more sections, you’ll need to cancel and re-create (see “how to cancel and replace combined sections” instructions below).

How to change parent section

Design Mode

1. Uncombine sections.
 - a. Must be done from the child section.
 - b. Click on red x next to the “combine with” field.
 - c. Save.
2. Repopulate meeting pattern, room and instructor on the correct parent section.
3. Recombine by going into the correct child section and typing in the parent section in the “combine with” field.
 - a. Update COMB attributes as needed.
 - b. Save.

Refine Mode

1. No enrollment
 - a. Uncombine using above the steps for design mode.
 - b. Leave a comment stating you are switching the parent section (please state what section should be the parent section).
 - c. Submit to workflow.
 - i. Academic Scheduling will add the meeting pattern to the parent section.
 - d. Once approved, re-combine by going into the correct child section and typing in the parent section in the “combine with” field.
2. Enrollment
 - a. If there is enrollment on one or both sections and you need the parent section changed, please email [academic scheduling](#) for assistance.

How to cancel

Design mode

1. Uncombine sections and save.
2. Once uncombined, use the red x next to the section to delete the section.
 - a. Canceling sections is not allowed during design mode. You’ll need to delete sections instead.
3. Repeat for other all other sections that are not being offered in the combination.

Refine mode

1. No enrollment, canceling child section
 - a. Uncombine.
 - b. Set status to “canceled.”
 - c. Remove COMB attribute.
 - d. Submit to workflow.
 - i. Academic scheduling will add meeting pattern, room and instructor back to parent section.
2. No enrollment, canceling parent section, child section remains active
 - a. Uncombine (must be done through the child section).
 - b. Leave status as “active.”
 - c. Remove COMB attribute.
 - d. In comments, state meeting pattern, room and instructor should be added back to the child section.
 - e. Submit to workflow.
 - f. Once approved, parent section should set status to “canceled” and submit to workflow.
3. Enrollment, canceling child section
 - a. Uncombine.
 - b. Set status to “canceled.”
 - c. Remove COMB attribute.
 - d. Submit to workflow.
 - i. Academic scheduling will add meeting pattern, room and instructor back to parent section.
4. Enrollment, canceling parent section, child remains active
 - a. Email [academic scheduling](#) to assist with uncombining the parent from the child section if the child section is remaining active and the parent is being canceled.
 - b. Once uncombined, the parent section must set status to “canceled” and submit to workflow.

How to cancel and replace combined sections

Refine mode only. Applies only to canceling and re-creating sections where enrolled students should be moved to new section.

1. Parent section creates new section.
 - a. Use status of "stop further enrollment."
 - b. Add COMB attribute.
 - c. Set the remaining fields.
 - i. Be sure to fill out meeting pattern, room and instructor.
 - d. Leave a comment.
 - i. i.e., "This is a new section combined with XXXX-002 that is replacing XXXX-001. Please move students to this new section."
 - e. Submit to workflow.
2. Once new parent section is approved, the child section should create their new section.
 - a. Use status of "stop further enrollment."
 - b. Add COMB attribute.
 - c. In the "combine with" field, type in the newly approved parent section.
 - d. Leave a comment.
 - i. i.e., "This is a new combined section that is replacing XXXX-001. Please move students to this new section."
 - e. Submit to workflow.
3. Once both new sections are combined and the combination is submitted to workflow, the child section of the old combination needs to uncombine and cancel.
 - a. Child section should uncombine.
 - b. Set status to "canceled."
 - c. Remove COMB attribute.
 - d. Leave a comment.
 - i. i.e., "These sections are being replaced with XXXX-002 and students should be moved to new sections. Please cancel both child and parent sections after students are moved."
4. Combined and linked
 - a. If you are canceling and replacing four or fewer sections that are linked and combined with four or fewer sections, follow the steps above. The only additional step is to be sure to link sections as you normally would when creating new sections.
 - b. If you are canceling and replacing five or more linked sections that are combined with five or more sections, please email [academic scheduling](#). Those changes will be handled on a case-by-case basis.