

* How to create linked courses to the new Master

Templates in New view Aleks Summer 2018

- 0) select master template menu
- 1) Master Template List

use new templates indicated by an "n"

<u>Ex.</u>	000 20n	}	new	<u>Ex.</u>	Classic view
	21n			Don't use	
	22n			000 20	
=> use these templates	23n			21	
	24n			22	
				23	
				24	

As of Fall 18, Summer III

- 2) Click on a course,

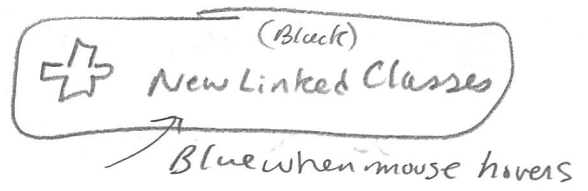
Ex. 000 20n

- 3) Scroll down to Linked classes



- 4) Click edit

- 5) Click New Linked Classes



- 6) TYPE in section name

004 H1 F18

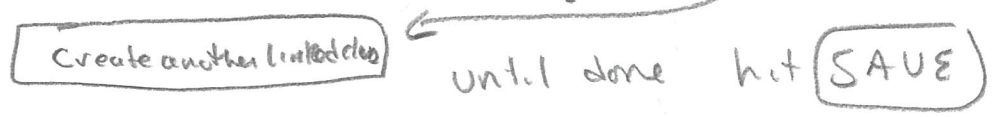
↑ ↑

space space

Select existing instructor

[For me always use Kellermann, Mary Inst]
(NOT Professor)

- 7) 2 are listed to create then hit green button



- 8) To see codes CLASSLIST (always under Home, Instructor Administration menu)

There are other ways to create New Class: (Use for OL)

Home page, Institution Administration, New Class

Create a Class Linked to a Master Template

Select Template (use 000201) only starting
21 n
22 n
23 n
24 n
Fall 18
Sum III

Select another instructor will be faculty this class

Example
Sections: 004 ^{space} FOL ^{space} F18

For me select Kellermann, Mary Instr
(NOT PROF)

SAVE

This only does one section, one instructor at a time.

See class List: Home, Institution Administration, class List

Use this method for OL sections!