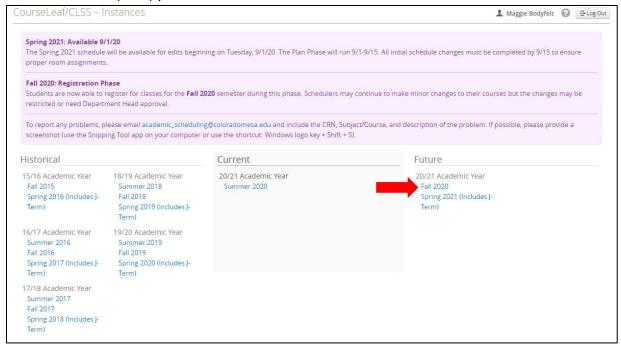
Modifying an Existing Section

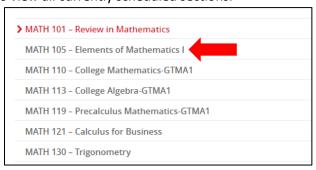
1. Select the instance (term) you want to view.



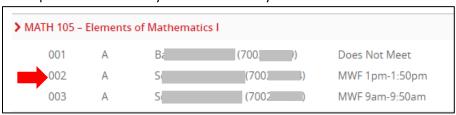
2. Double click on the scheduling unit you'd like to view.



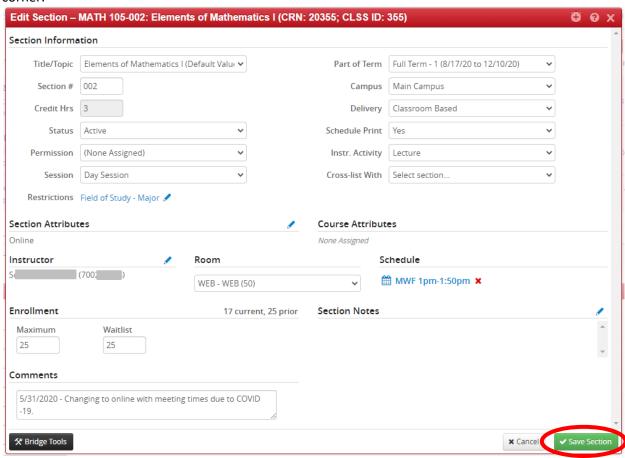
3. Double-click on a course to view all currently scheduled sections.



4. Double click on the specific section that you want to modify.



5. On the Edit Section screen, make any necessary edits and then click "Save Section" in the lower right-hand corner



6. Review any Errors, Warnings, or Workflows and click "Start Workflow" or "Save As-Is" (button displayed will depend on whether or not there are any workflows or errors). If there are any Errors, you must resolve them before you can save your changes.

