

# Generate Dynamic Class Dates Manually

**Purpose:** Use this document as a reference for how to process Dynamic Dates manually in ctcLink.


**Audience:** Student Records.

 You must have at least one of these local college-managed security roles:

- **ZC CM Class Builder**
- **ZC CM Course Catalog**
- **ZD CM Class Builder**
- **ZD CM Course Catalog**
- **ZD CM Course and Class Inquiry**
- **ZD CM Local Configuration**
- **ZZ CM Course Catalog**
- **ZZ CM Local Configuration**

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

## Dynamic Class Data 1 Tab


 The process dynamically calculates the academic calendar deadlines based on the rule attached to the primary component class sections. The process displays calculated deadlines for each landmark date. You must rerun the Dynamic Class Dates process if you change the rule that applies to a class section.

**Navigation:** Curriculum Management > Dynamic Dates > Class Section Dynamic Dates

1. The default option is **Find an Existing Value**.
2. Enter or look up the **Academic Institution** by selecting the looking glass.
3. Enter or look up the **Term**.
4. Enter additional **Search Criteria** to identify your class.
5. Select **Search** to view existing values.
6. The **Class Section Dynamic Dates** search page displays.

7. The **Dynamic Class Data 1** page displays.
8. Select the **Calculate Dynamic Dates** button. You can click this button as many times as necessary to have the Dynamic Class Dates feature calculate and recalculate the landmark date deadlines.
9. **Override checkbox:** Checking the Override check box, this field becomes available for manually entering an updated deadline.
10. Process complete

## Class Meeting Pattern Tab

 The **Class Meeting Pattern** page displays the start and end date of the class section. It also displays class meeting pattern details for all sections scheduled within a dynamic date or OEE session. If you have already calculated deadlines for the class section, this data enables you to determine if the calculated deadlines are appropriate. You can override the deadlines or apply a different rule to the class section.

1. **Holiday Schedule:** Displays the Holiday Schedule for each class section.
2. **Pat Nbr:** Pattern Number displays the sequence number of the section's class meeting pattern. The first row always indicates the class meeting pattern of the primary class component. Additional rows indicate additional class meeting patterns for a particular class section.
3. **Start Date and End Date:** Displays the start and end dates of the class.
4. **Mtg Start and Mtg End:** Displays the meeting start and end time of the class.
5. **M** (Monday), **T** (Tuesday), **W** (Wednesday), **T** (Thursday), **F** (Friday), **S** (Saturday), and **S** (Sunday): Days of the week that the class meets.
6. **Facility ID:** Indicates where the class meets.

[← Student Homepage](#)

## Class Section Dynamic Dates

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[Dynamic Class Data 1](#)
**Class Meeting Pattern**
[Messages](#)

Course ID	006290	Course Offering Nbr	1
Academic Institution	Tacoma CC		
Term	FALL 2024	Undergrad	
Subject Area	NAC	Nursing Asst. Cert.	
Catalog Nbr	198	Found of Nurs Assistant Care	

Session:                  Dynamic Dated

**Class Meeting Pattern**  | << < 1 of 1 > >> View All

Class Section	MHS1	Lecture	Class Nbr	1961
Associated Class	101		Event ID	000273496
Start Date	09/30/2024			
End Date	11/01/2024			
Holiday Schedule:	Academic Holiday Calendar - CS			

Pat Nbr	Start/End Date	Mtg Start	Mtg End	M	T	W	T	F	S	S	Facility ID
1	09/30/2024 11/01/2024	3:00PM	5:30PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TC0190001 MTRAIN 0001

[Save](#)
[Return to Search](#)
[Notify](#)

## Messages Tab

1. **Status:** Displays the status of the process run.
2. **Message Text:** Displays messages in the message log relating to the process run.
3. **Severity:** Displays the message's severity.
4. **Set:** Displays the message catalog set.
5. **Message Number:** Displays the message catalog set number for this message.

## View Tutorial Via Panopto

View the external link to [Generate Dynamic Class Dates Manually](#). This link will open in a new tab/window.