Setting Date Exceptions

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Defining Date Exceptions

After you've created an import extract set, you have the option of defining date exceptions for it.

Date exceptions are always associated with a specific import extract set, and all sections that are part of an import extract set are affected by the exceptions you define. If a section meets the criteria for multiple extract sets, it is affected by the date exceptions of all of them, which is another reason it is recommended that you not create overlapping extract sets.

> **ⓘ When Date Exceptions Are Applied**
>
> Date exceptions are applied to imported sections every time the sections are updated by LYNX, so it's best to create exceptions before you import any sections. If you need to add or change date exceptions after you've already imported sections, you can manually update the sections in the import extract set using the Review and Import function.

Date Exception Types

There are three types of date exceptions you can set:

- Conversion
- Make-up
- Exclude

Conversion

Conversion date exceptions are used to replace the occurrence date of all sections meeting on that date with the occurrence date of all sections meeting on another date. For each occurrence on the specified original date and time, a duplicate occurrence on the target date will be created. All existing occurrences for all classes in this extract set,

both on the original and target dates, will be removed.

Example: There are two Monday holidays in the Spring semester. To distribute missing days evenly among all classes, on the Tuesday following the second Monday holiday, all Monday classes will meet instead of the Tuesday classes at the same times and in the same location, they normally occupy on Mondays.

Make-up

Make-up date exceptions are used to specify the replacement date of all section occurrences that didn't take place for some reason. For each occurrence on the original date and time, a duplicate occurrence on the target date will be created. No occurrences will be removed.

Example: A snowstorm hits on a Friday morning in January and school is closed. The school needs to schedule a make-up day for all sections that didn't meet that Friday.

Exclude

Exclude date exceptions are used to remove certain dates and times from all section meeting pattern schedules. All occurrences on the original date(s)/time(s) will be removed.

Example: Classes don't occur during spring break or on-campus holidays, so need to be removed from section meeting patterns.

> ✓ **Define Exclusions in LYNX**
>
> It is highly recommended that you define exclude exceptions for class sections in LYNX, rather than using 25Live folder-based exclusions.

You must define the section import extract set before you can set date exceptions to it.

Once you define exceptions for an import extract set as described below, you have the option of copying those exceptions to another import extract set. See To Copy Exceptions From One Import Extract Set To Another below.

To Choose the Section Extract Set and Exception Type

1. From the LYNX **Import to 25Live** menu, choose **Section Import**.

2. On the Extract Sets for 25Live Imports page, select the extract set you want to set date exceptions for and click **Date Exceptions**.

3. Select the type of exception from the **Add New Date Exception** menu, and define the exception as described below.

Image: Use the Date Exceptions page to select and define date exceptions.

To Define a Conversion or Make-Up Date Exception

1. Enter a meaningful name for the exception.

2. Enter the original date and time, and enter the target replacement date. You also have the option of choosing the dates using the calendar controls.

3. Click **Yes** if you want to keep the room assignments of the affected sections. Click **No** if you don't.

Image: Use the displayed Add New Dates window to define Conversion and Make-Up Date Exceptions.

4. If you don't want the exception to be active at this time, select **No**.

5. Enter any notes you want to make about the exception.

6. Click **Submit** to add this exception.

   or

   If you want to add another exception, click **Submit and Add Next** to add this exception and auto-fill the next dates in the original and target date fields.

To Define an Exclude Date Exception

1. Enter a meaningful name for the exception.

2. Enter the first date and time to be excluded. You also have the option of choosing the date using the calendar control.

3. To auto-fill the date following the one you just entered, click **Add More Dates**. Repeat as needed for additional consecutive dates you want to exclude.

Image: Use the displayed Add New Dates window to define Exclude Date Exceptions.

4. If you don't want the exception to be active at this time, select **No**.

5. Enter any notes you want to make about the exception.

6. Click **Submit** to add this exception

   or

   If you want to add another exception, click **Submit and Add Next** to add this exception and auto-fill the next consecutive date.

To Copy Exceptions From One Section Import Extract Set To Another

Note: This process replaces any existing date exceptions on the target extract set.

1. From the LYNX Import to 25Live menu, choose **Section Import**.

2. On the Extract Sets for 25Live Imports page, select the extract set you want to copy exceptions from and click Date Exceptions.

3. Click **Copy Date Exceptions To Another Extract Set** .

4. Choose the target extract set you want to copy the exceptions to, and click **Submit**.