



current_yr_master_create_course_section

Table of Contents

If you need to add a new section to a course that is already offered at the campus, you can copy an existing section of that course. Otherwise, you can add section records from scratch.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Copy Course Section

This tab allows you to create new sections for a course by copying an existing section of that course.

Section	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instructor	Class Role	Role ID	CTE	Entry	ADSY
07	3	05	03	03	207				MALFOY, DRACO	01	087		08-09-2021	
08	3	05	03	03	207				MALFOY, DRACO	01	087		08-09-2021	

- Select the course and section from which to copy data.
- In the **Create Section** field, type the new section number(s). Separate multiple section numbers with a comma (e.g., 04,05,06).
- Click **Create**. The grid is populated with the data for the new section(s).
- Update the data for the new section(s) as needed. See online Help for assistance with the fields.
- Click **Save**.

Once a section is created, it can be updated on the Section tab as described next.

Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Section

This tab allows you to create new sections of a course or edit existing sections.

COURSE SELECTION COURSE SECTION INSTRUCTOR COPY COURSE SECTION

Title

Del	Details	Course	Title	Sec	Max Seats	Stu Enroll Sem 1	Stu W/D Sem 1	Stu Enroll Sem 2	Stu W/D Sem 2	Multi Svc Ind	Incl UIL Elig	Lock	Dst Lrng	Non Campus Based
<input type="checkbox"/>	<input type="checkbox"/>	0911	ENGLISH 1 ALT	10	010	4	0	4	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0911	ENGLISH 1 ALT	11	010	1	2	1	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0911	ENGLISH 1 ALT	12	010	2	0	2	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0911	ENGLISH 1 ALT	60	010	0	0	0	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0912	ENGLISH 2 ALT	10	010	1	4	1	1	<input type="checkbox"/>	N	<input type="checkbox"/>		00
<input type="checkbox"/>	<input type="checkbox"/>	0912	ENGLISH 2 ALT	11	010	5	3	5	0	<input type="checkbox"/>	N	<input type="checkbox"/>		00

First / 139

⇒ Crs Nbr: 0911 : ENGLISH 1 ALT Svc ID: 03220107 Multi Svc Ind: Lock: Include UIL Elig: N

Section: 10 Max Seats: 010 Enrolled Students Sem 1: 4 Sem 2: 4 Non Campus Based: 00 Dst Lrng:

Section Information

Sped Stu Age: 00 Crs Seq:

Pop Srvd: Wks/Mnth:

Instruct Set: PK Curricula:

Class Type: Stu Instr:

High Qual PK Prog: Home Room Ind:

PK Sch Type:

Include WD Meeting Times:

Restrictions

Type Rstrctn:

Team Code:

Gender Rstrctn:

Grade Rstrctn: +

Child Care Partnership

Delete Operation Number

Course Codes and Credits

Dual Crdt:

Adv Tech Crdt:

AAR Use:

Grad Plan Use:

Special Consid:

College Credit Hrs

Sem 1:

Sem 2:

OnRamps:

District Information

Crs Seq: Exam/Sem Pat: 1 Gender Rstrctn:

Instruct Set: AAR Use: E Self Paced:

Pop Srvd: 06 Grad Plan Use: Class Type: 02

Role ID: 087 Special Consid: CPR: N

Nbr Sem: 2 Incl UIL Elig: Speech: N

OnRamps:

Campus Information

Grade Rstrctn: Rstrctn Addl:

Del	Sem	Days	Per Begin	Per End	Room	Time Begin	Time End	Lckout	Instr ID	Instructor	Class Role	Role ID	CTE	Entry Date	Withdraw Date	ADSY
<input type="checkbox"/>	01	05	01	01	100				145	TOVAR, STEPHANIE	01	087	<input type="checkbox"/>	08-12-2024	--	<input type="checkbox"/>

Search for the course by course number, title, or instructor:

- Select the field by which you want to search for courses.
- Type all or part of the search phrase.
 - The search retrieves courses that *begin* with the characters or numbers you typed. For example, if you selected *Course Number*, type 101 to retrieve all course numbers that start with 101.
 - For *Course Number*, you must include leading zeros.
 - For instructor, begin typing the instructor's last name or control number. A drop-down list displays instructors whose last name begins with the characters you typed. Select the instructor.
 - Leave blank to retrieve all courses.
- Click **Retrieve**.

A list of courses that meet the specified criteria is displayed in the upper grid.

If more course-sections are retrieved than can be displayed on one page, you can page through the list. Pagination is only available if more course-sections are retrieved than can be displayed on one page. See online Help for assistance.

Note: Courses that do not have any sections (i.e., new courses) are not listed.

If the course has existing sections, the sections are listed. You can add a new section:

- Click **+Add** in the upper grid to add a section. The fields below the grid are enabled allowing you to add a section of the course.
- In the **Crs Nbr** and **Section** fields, type the course number and new section number. Add or update all other fields as needed, including meeting time data in the bottom grid. See online Help for assistance with these fields.
- Click **Save**. The new section will now be displayed in the upper grid.

If the course has no existing sections, the course cannot be retrieved using the **Retrieve** button. You must add one or more sections:

- Click **+Add** in the upper grid to add a course-section.
- In the **Crs Nbr** fields, click on the ellipsis to select the course. The course title and service ID are displayed.
- In the **Section** field, type the new section number.
- Add all other data as needed, including meeting time data in the bottom grid. See online Help for assistance with these fields.
- Click **Save**. The new course-section will now be displayed in the upper grid.

To edit an existing section, click on the spyglass in the upper grid to select the course-section. The fields below the grid are populated with existing data. Update as needed and click **Save**.



Back Cover