



current_yr_master_create_course_section

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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.

INSERT SCREENSHOT

Locate the instructor.

- You can re-sort the grid by clicking on an underlined column heading. It will sort in ascending order. Click it again to sort in descending order.
- If more instructors are retrieved than can be displayed on one page, you can page through the list. See online Help for assistance.

If the instructor is not found on this tab, add the instructor.

Note: These employees must already be entered in the Human Resources application in order to populate the **Staff ID** field lookup. The **Name** fields are automatically populated when the **Staff ID** is selected.

If the employee is not already added in HR, you can assign a temporary staff ID as described in online Help.

- Click **+Add**.
- In the **Instr Nbr** field, type an unused instructor ID (i.e., control number).
- Enter all required data for each employee. See online Help for assistance with the fields.
- Click **Save**.



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