



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

- 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.

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