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# 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.

INSERT SCREENSHOT

- Search for the course by course number, title, or instructor:
  - Select the field by which you want to search for courses.
  - 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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