



## **Copy Course Section (Scheduling)**



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# Copy Course Section (Scheduling)

**Scheduling > Maintenance > Master Schedule > Campus > Copy Course Section**


This tab allows you to create new sections in the campus master schedule by copying an existing next year course-section. Once the sections are created, they can be updated on the Section tab.

## Copy courses:

<b>Course</b>	Select the next year course from which to copy data.
<b>Section</b>	Select the next year section from which to copy data. The drop-down list includes the section number, and the begin and end periods.
<b>Create Section</b>	Type the new two-digit section number(s) to be created. 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:

<b>Sem</b>	Select the code indicating the semester(s) the class meets.
<b>Days</b>	Select the code indicating the day(s) the class meets.
<b>Per Begin Per End</b>	Select the beginning and ending periods when the class begins and ends.
<b>Room</b>	Type the room number in which the class meets, up to four characters.
<b>Time Begin Time End</b>	Type the times when the class begins and ends. Use the HH:MM A format, where HH is the hour, MM is the minute, and A is a.m. or p.m.
<b>Lckout</b>	Type the one-character alphanumeric code indicating if there is a lunch break after the scheduled class meeting.
<b>Instructor</b>	Click  to <a href="#">select an instructor</a> .
<b>Class Role</b>	The code indicating the role served by an instructor for the class is displayed.
<b>Role ID</b>	Select the code indicating the capacity in which the instructor serves the students during the section.  Rule: If the <b>Role ID</b> is 033-Educational Aide, the <b>Class Role</b> must be 05-PK Classroom Aide, and vice versa.
<b>CTE</b>	Select if the Teacher of Record for this Career & Technical Education (CTE) course meets CTE requirements.  CTE FTEs are calculated utilizing this field.

Click **Save**.

**Cancel** Clear unsaved changes and start over.



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