

Copy Course Section (Scheduling)

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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.

Field	Description
Course	Select the next year course from which to copy data.
Section	Select the next year section from which to copy data. The drop-down list includes the section number, and the begin and end periods.
Create Section	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.

Sem
Days
Per Begin Per End
Room
Time Begin Time End
Lckout
Instructor
Class Role
Role ID
CTE
Entry

Click **Save**.

Other functions and features:

Cancel	Clear unsaved changes and start over.


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