



## **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.

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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