



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



# Table of Contents

**Copy Course Section (Scheduling) ..... 1**



# 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
<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</b> <b>Per End</b>	
<b>Room</b>	
<b>Time Begin</b> <b>Time End</b>	
<b>Lckout</b>	
<b>Instructor</b>	
<b>Class Role</b>	The code indicating the role served by an instructor for the class is displayed.
<b>Role ID</b>	
<b>CTE</b>	
<b>Entry</b>	

Click **Save**.

## Other functions and features:

<b>Cancel</b>	Clear unsaved changes and start over.
---------------	---------------------------------------



## Back Cover