

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. Once the sections are created, they can be updated on the Section tab.

Copy courses:

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	Select the code indicating the semester(s) the class meets.
Days	Select the code indicating the day(s) the class meets.
Per Begin Per End	Select the beginning and ending periods when the class begins and ends.
Room	Type the room number in which the class meets, up to four characters.
Time Begin Time End	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.
Lckout	Type the one-character alphanumeric code indicating if there is a lunch break after the scheduled class meeting.
Instructor	Click ⋮ to select an instructor.
Class Role	The code indicating the role served by an instructor for the class is displayed.
Role ID	Select the code indicating the capacity in which the instructor serves the students during the section. Rule: If the **Role ID** is 033-Educational Aide, the **Class Role** must be 05-PK Classroom Aide, and vice versa.
CTE	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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