



manage-courses

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[Settings > Manage Courses](#)

This page allows you to set course-wide information. Data entered on this page affects only the selected course-section.

Course-Section
01 ENVIRONMENT SYS (4216-31)
 Retrieve

Manage Courses

Course Note
 Note will be visible in ParentPortal

PIN:
 Save

☐ Specify the course-section:

Course-Section	Select the course-section you want to enter data for. The drop down lists the two-digit period and course name. The course number and section number are in parentheses.
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☐ Click **Retrieve**.

Course Note	(Optional) Type comments and notes about this course, such as reminders, announcements, and other course-related information. These comments are viewable to parents in ParentPortal. Only the teacher can add/modify a course note. An administrator cannot add or update a note on behalf of a teacher. NOTE: A course note must be added for each course individually, including courses that are part of a course group. If the note applies to all courses in the group, it must be added for each course in the group.
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PIN Type your four-digit personal identification number (PIN).

☐ Click **Save**.