



# Copy Course Section (Grade Reporting)



# Table of Contents

**Copy Course Section (Grade Reporting)** ..... 1



# Copy Course Section (Grade Reporting)


## Grade Reporting > Maintenance > Master Schedule > Campus Schedule > Copy Course Section

This tab allows you to create new sections for a course in the campus master schedule by copying an existing section of that course. Once the sections are created, they can be updated on the Section tab.

### Update data:

Field	Description
<b>Course</b>	Select the course from which to copy data.
<b>Section</b>	Select the section from which to copy data. The drop-down list includes the section number, begin and end periods, instructor ID, and instructor name.
<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 Per End</b>	Select the beginning and ending periods when the class begins and ends.
<b>Room</b>	Type the room number in which the class meets, up to four characters.
<b>Time Begin Time End</b>	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.
<b>Lckout</b>	Type the one-character code (Y or N) indicating if there is a lunch break after the scheduled class meeting.
<b>Instructor</b>	Click  to <a href="#">select an instructor</a> .
<b>Class Role</b>	The code indicating the role served by an instructor for the class is displayed.
<b>Role ID</b>	Select the code indicating the capacity in which the instructor serves the students during the section.
<b>CTE</b>	Select if this is a Career & Technical Education (CTE) course.
<b>Entry</b>	Type the date on which the instructor was assigned or reassigned to the class in the current school year.

Click **Save**.

### Other functions and features:

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



## Back Cover