



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.

| 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 | 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**.

Other functions and features:

| | |
|---------------|---------------------------------------|
| Cancel | Clear unsaved changes and start over. |
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