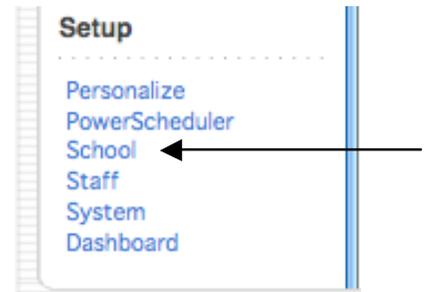
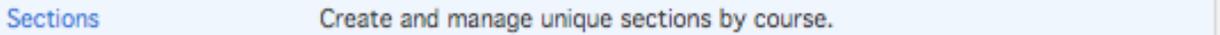


Editing Section Information

1. From the Start Page, select **School** from the Setup portion of the Main Menu.



2. On the School Setup page, select **Sections**.
NOTE: This link is found near the bottom of the page.



3. A list of courses will display on the left of the page, click on the name of the course for which you will be editing sections.

Sort by [number or name](#)

3701B1G [Accounting I](#)
3701B1H [Accounting I \(Honors\)](#)
3302S1G [Adaptive PE](#)
3102B1G [Algebra I](#)
3102B1H [Algebra I \(Honors\)](#)
3102A1F [Algebra I \(Semester](#)

4. A list of sections will display, click the section number for the section to be edited.

Exp	Sec #	Term	Teacher	Rm	Size
2(A)	1	07-08	Smith, Timothy L	A106	25
3(A)	2	07-08	Smith, Timothy L	A106	23
4(A)	3	07-08	Smith, Timothy L	A106	25

5. Make the appropriate changes on the **Edit Section** screen.

A. To change a teacher's name, select the new name from the drop down box beneath the Schedule check-boxes.

NOTE: The grades will move to the new teacher's gradebook when the section is re-assigned.

Edit Section

Field	Value
Course Name	Algebra I
Course Number	<input type="text" value="3102B1G"/>
Term	<input type="button" value="2007-2008"/>
Schedule	Expression: S(A)
	<input type="checkbox"/> A
	1 <input type="checkbox"/>
	2 <input type="checkbox"/>
	3 <input type="checkbox"/>
	4 <input type="checkbox"/>
	5 <input checked="" type="checkbox"/>
	6 <input type="checkbox"/>
HR <input type="checkbox"/>	
Teacher	A. <input type="button" value="Smith, Timothy L"/>
Room	Reeder, Sharon S
Section Number*	Ridenhour, Betty M
Grade Level	Riggan, Linda R
Current Enrollment	Roberts, Robert H
Maximum Enrollment	Robinson, Michael G
District Where Taught (Enter District ID if Taught At Different District. Otherwise, Leave Blank.)	Rosamond, Karla
School Where Taught (Enter School ID if Taught At Different School. Otherwise, Leave Blank.)	Ryan, Gail L
Dependent Sections (course.section, course.section, etc.)	Setterlund, Melissa
	Siano, Lisa
	Smith, Amy B
	Smith, Jacquelyn
	Smith, James R
	Smith, Lee Ann
	Smith, Timothy L
	Spain, Traci Ruth
	Stennis, Rhonda
	Stern, Eileen
	Suchman, Thomas
	Suffren, Andre Louis
	Swain, Shawn

- B. Each section must have a unique section number.
- C. Grade Level is not required.
- D. Maximum enrollment should be consistent with Shelby County Policy.

Section Number*	B. →	<input type="text" value="2"/>
Grade Level	C. →	<input type="text" value="4"/>
Current Enrollment		25
Maximum Enrollment	D. →	<input type="text" value="25"/>

- E. If you have a course that spans more than one time block on the schedule, selecting **Once for all meetings** should be selected.

Record Attendance
(only applicable if Record Attendance Using Attendance Mode includes Meeting)

Once for All Meetings Each Meeting Separately

- F. Any section that is taught during the regular instructional day should NOT have a check in the box to Exclude from Attendance.
- G. Any section of a course for which you do not want grades stored should have a check in the box to Exclude from Storing Final Grades.
NOTE: Courses like High School Homeroom, Study Hall and Elementary/Middle Teacher Led PE do not print on report cards by default, it is not necessary for you to check this box for each section of those courses.

- H. Update / Complete all state required information about the section.

- (1) Federally Funded Class: No
- (2) Class Type: Traditional (Sometimes 'Pull-out' is used for SPED and 'Self-Contained Departmentalized' is used for CDC)
- (3) Class Type Detail: N/A
- (4) Teacher of Record: Yes
- (5) Teaching Method: Traditional
- (6) Grade Level Group:
 - (a) Elementary (All Grades K-5): K-3
 - (b) Grade 6: 5-6
 - (c) Grade 7 – 12: 7-12
- (7) Exclude from Preliminary Report: No
- (8) Instructional Program Number: 01
- (9) Honors Class Indicator: Yes for Honors / Enriched / AP / IB

TN State Report Information

(1) Federally Funded Class	Select Federally Funded Class (The selected Teacher must be Federally Funded for the class to be Federally Funded.)
(2) Class Type *	(T) Traditional
(3) Class Type Detail *	N/A
(4) Teacher of Record *	(Y) Yes
(5) Teaching Method *	(T) Traditional
(6) Grade Level Group *	(5) 7-12, T7-T8
(7) Exclude From Preliminary School Report *	(N) No
(8) Instructional Program Number *	01 (01)
(9) Honors Class Indicator	Please Select

SectionID: 46556
* Section numbers must be unique among sections of the same course for a given school year.

6. Click **Submit** to save the changes.