

## Creating and Editing Course Sections

1. From **Main Menu**, under **Setup**, click **School**.
2. On the **School Setup** page, under **Scheduling**, click **Sections**.
3. Locate the **Course** on the left side of the screen to which you wish to add the section. Click on the name of the course.
4. In the center of the screen under the course name click **New**. The **Edit Section** screen appears.
- 5. Do Not** change the **Course Number**.
6. In the **Term** field, choose the correct term from the drop down list.
7. In the **Schedule** field select the **period or periods** (Expression) this section will meet.
8. In the **Teacher** field select the Teacher's name.
9. In the **Room** field enter the room number where the section meets.
10. In the **Section Number** field (required) enter the section number. The section number is sequential 1,2, 3, etc ., so use the next number in sequence if sections for this course already exist.
11. In the **Grade Level** field enter the grade level for this section. If multi-age, leave blank.
12. In the **Maximum Enrollment** field, type the maximum number of students for this section.
13. In **District Where Taught** leave blank.
14. In **School Where Taught** leave blank.
- 15. Dependent Sections** field is for any section/class in which all the students in this section stay together for more than one class (used primarily in elementary schools where the homeroom stays together the whole day).
- 16. Record attendance using Attendance Mode** – leave as **Meeting**.
- 17. Record attendance** – choose **Each Meeting Separately** unless the section meets more than one period in a day. In this instance, you can choose to take attendance once by selecting the **Once for All Meetings** option.
- 18. Exclude from attendance** - leave blank.
- 19. Grade Scale** – choose **Same as Course** .
- 20. Exclude from GPA, Class Rank, Honor Roll** – choose **Same as course**.
- 21. TN State Report Information - Class Type** - select from the drop down list Most classes are Traditional. Check last year's Preliminary Report for exceptions.
22. For **Class Type Detail** choose **NA**.
- 23. Teaching Method** - select **Traditional** from drop down list.
- 24. Grade Level Group** – select the correct choice from the drop-down menu.
- 25. Exclude from Preliminary Report** – select **No**.
- 26. Instructional Program Number** – choose **01** from the drop-down list
- 27. MAKE SURE YOU CLICK SUBMIT** when you finish. If you don't click **SUBMIT** your changes/additions **WILL NOT BE SAVED**.