
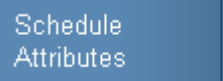
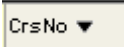
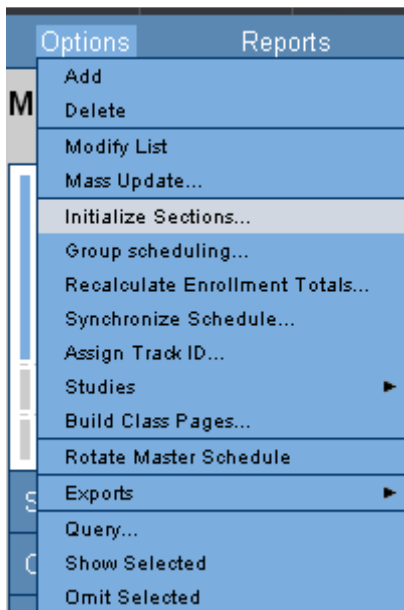


Creating a New Section of a Course

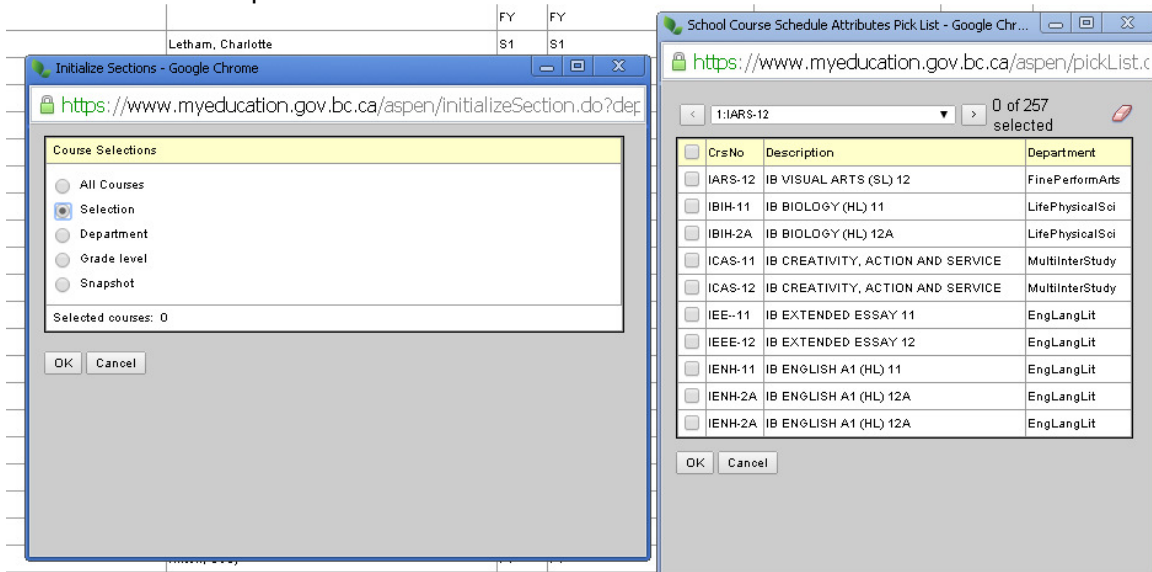
1. Click on  top tab
2. Select  on the side tab
3. Sort the course number field by clicking at the top of the  column.
4. Search for the course code that you are going to use
5. Click on the course code, eg (YED --2A).
6. In the box titled sections scheduled increase that number by whatever number of sections you require and then click **Save**.

Include in scheduling	<input checked="" type="checkbox"/>
Sections scheduled	<input style="width: 40px;" type="text" value="1"/>

7. Go to  side tab. Click **Options** and select **Initialize Sections**.



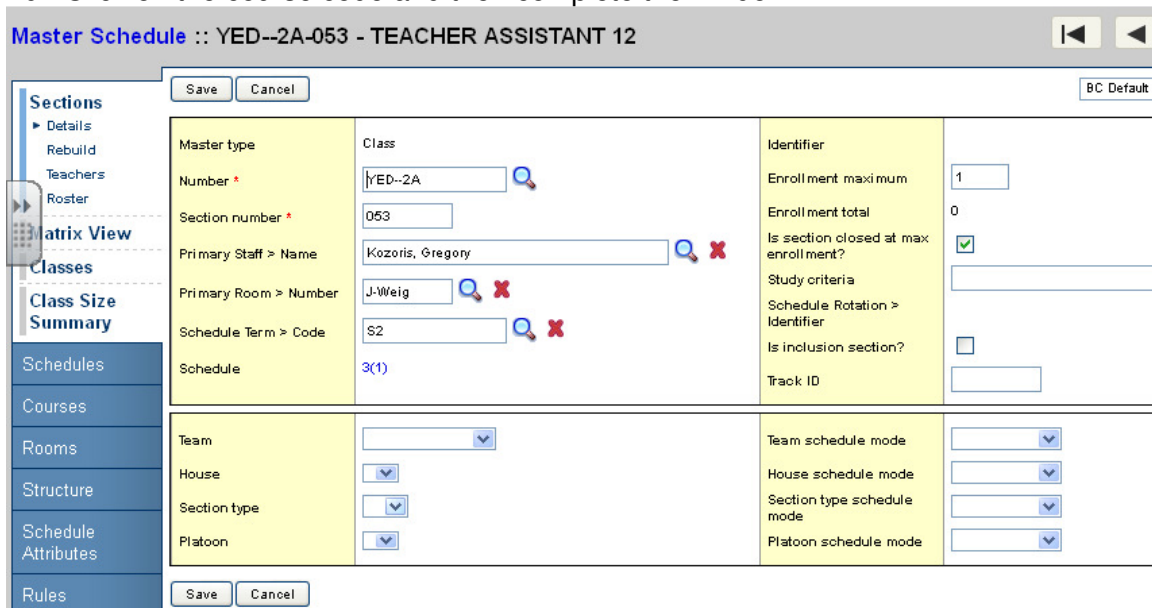
when the wizard opens click on **Selection**.



8. Now you need to search for the course again (ctrl F). Once you have selected the course, click **Ok** and then **Ok** again. This process initializes the section(s).
9. Search for the course code again (ctrl F), find the section that has no teacher attached to it (it is the one that is essentially blank).

Creating a New Section of a Course

10. Click on the course code and then complete the window



Number (course code) – should be filled in, Section number – should be filled in, you need to add in Staff Name, Room Number, Schedule Term > Code (eg Semester 2), Schedule (which block is this course happening in), Enrollment Maximum and Track ID (ex. 2(1) means period 2 on day 1).


If you want to load students into the course:

11. Click **Roster** sub side tab, **Options** (top right corner) and then **Add**

12. A wizard appears and you choose **Selection** and then you search for the student (ctrl F) and click **Ok**.

- If the student had a blank in this block: you are done.
- If the student already had a course in this block and you are replacing it with the course you just created, you must remove them from their other course.

13. Remove the student from their previous course by going to **Student** top tab and find the student (ctrl F). Make sure to sort the name field first (Name ▲). Click on the student name (it should be in blue).

14. Click on the **Schedule** side tab and select **Workspace** sub side tab. Change "Term Code" to the appropriate term (ie. S2). Scroll to the extreme right side of the screen and click on the red  to remove the course from the child's schedule.

Scroll down to the bottom of the screen and in the bottom right corner select 