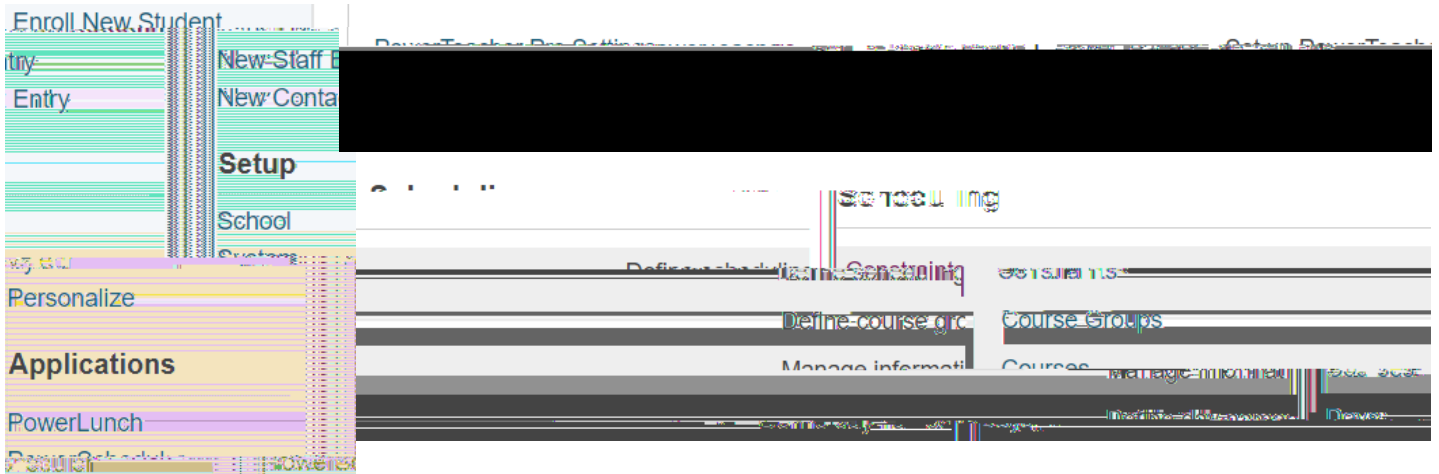


Creating and Editing Sections

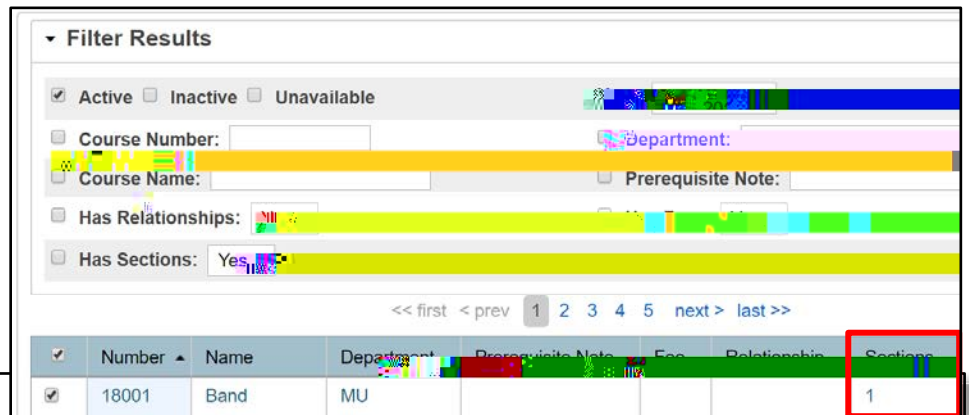
Adding a New Section

Throughout the year and during spring schedule build, you will need to create sections of courses.

1. Under **Setup** choose **School**; then scroll down to **Scheduling** and select **Courses**.

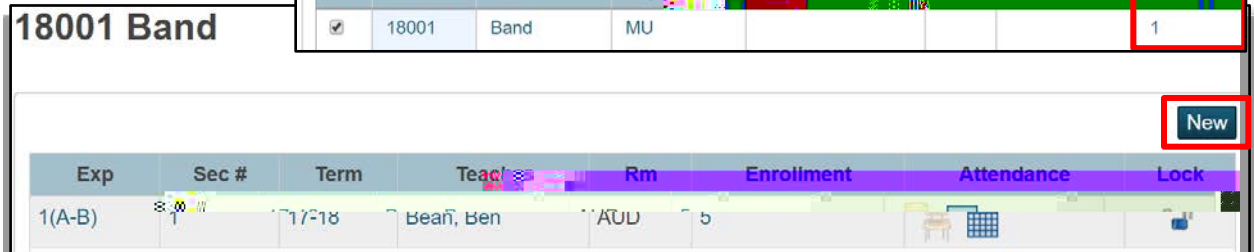


2. Search for the course you need to create a new section of using **Filter Results**.



3. When you've located your course, click the total **Sections** number.

4. Select **New**.



5. Now you can begin creating your new section.



You can also create new sections by:

Functions -> Teacher Schedules -> Select Teacher -> New
 Applications -> Power Scheduler -> Schedule -> Sections -> Select Course -> New Section

Editing Course Sections

You can edit most all features of a section on the same screen. First verify you are in the correct Term that you intend to edit.

Access through Master Schedule

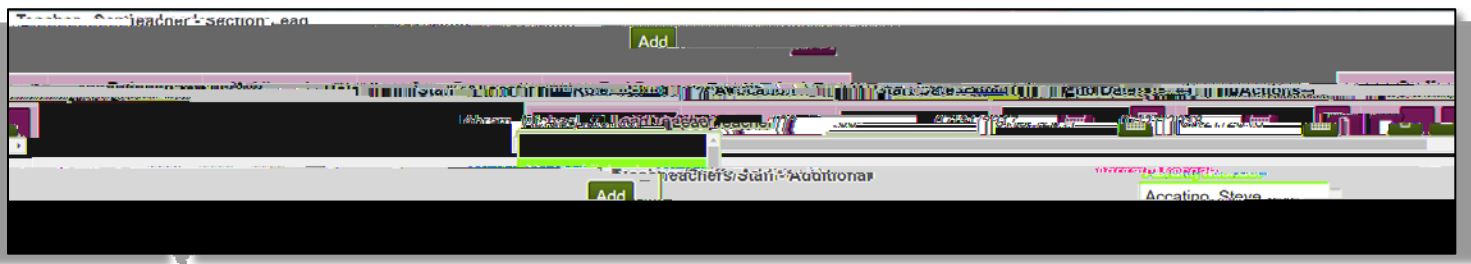
1. Under **Functions** -> choose **Master Schedule**.
2. You may see either:
Master Schedule Preferences: Check appropriate periods, days, and teachers, last option "**Matrix**", and **Submit**.
No results found: Choose **Show Preferences, configure your search**, last option "**Matrix**", and **Submit**.
3. For the section chosen, click the section

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Edit Section

Field	Value															
Course Name	U.S. History															
Course Number	SOC1000															
Schedule	Exp 1 <table border="1"><thead><tr><th></th><th>A</th><th>B</th></tr></thead><tbody><tr><td>1</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>2</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>3</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>4</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>		A	B	1	<input type="checkbox"/>	<input type="checkbox"/>	2	<input type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input type="checkbox"/>	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	A	B														
1	<input type="checkbox"/>	<input type="checkbox"/>														
2	<input type="checkbox"/>	<input type="checkbox"/>														
3	<input type="checkbox"/>	<input type="checkbox"/>														
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>														
Term	2017-2018 Start Date: 07/31/2017 End Date: 07/27/2018															
Teacher - Section Lead	<input type="button" value="Add"/>															
	<table border="1"><thead><tr><th>Staff</th><th>Role</th><th>% Allocation</th><th>Start Date</th><th>End Date</th><th>Actions</th></tr></thead><tbody><tr><td>Abram, Michael</td><td>Lead Teacher</td><td>100</td><td>07/31/2017</td><td>07/27/2018</td><td></td></tr></tbody></table>	Staff	Role	% Allocation	Start Date	End Date	Actions	Abram, Michael	Lead Teacher	100	07/31/2017	07/27/2018				
Staff	Role	% Allocation	Start Date	End Date	Actions											
Abram, Michael	Lead Teacher	100	07/31/2017	07/27/2018												
Teachers/Staff - Additio	<input type="button" value="Add"/> 0 records found.															
Gradebook Type	PowerTeacher Pro															
Room	124															
Section Number*	5															
Grade Level	0															
Current Enrollment	21															
Maximum Enrollment	25															

Changing teacher assignments



Replace the teacher assigned by clicking the drop down for staff and selecting a different teacher.

To change teachers during the year, you will a new teacher with their starting date and you will end date the exiting teacher.

You can also make a **Note:** in order to document the changes.