

Scheduling - Modifying a Section

This document is to assist the user on the proper way to edit a section of a course.

Navigation: Start Page > Setup > School > Sections - Find and click the desired course

1. Click the **Section** number to open the desired section

Exp	Sec #	Term	Teacher	Rm	Enrollment	Attendance
1(A-B)	1	S1	Fuhrman, Rachael	131	15	

Make all students listed above the current selection

2. Areas that can be changed with caution after school has started:
 - a. **Schedule, Room, Grade Level and Maximum Enrollment**
 - b. **Teacher** – see Modifying a Teacher Schedule (QRD)
 - c. **Teachers/Staff – Additional** – use the same technique in Modifying a Teacher Schedule (QRD)

Note: Prior to school starting all areas can be modified.

Edit Section

Field Value

Course Name SPEECH I

Course Number 10142X0A

Schedule Expression: 1(A-B)

	A	B
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>

Term Semester 1 Start Date: 08/26/2013 End Date: 01/17/2014

Teacher - Section Lead Add

Staff	Role	% Allocation	Start Date	End Date	Actions
Fuhrman, Rachael	Lead Teacher	100	08/26/2013	01/17/2014	

Teachers/Staff - Additional Add

No records found.

Room 131

Disable Cross LEA (Section Override)? No

Section Number* 1

Grade Level 9

Current Enrollment 15

Maximum Enrollment 30

LEA Where Taught (Enter LEA ID if Taught At Different LEA. Otherwise, Leave Blank.) 0

School Where Taught (Enter School ID if Taught At Different School. Otherwise, Leave Blank.) 0

Dependent Sections

3. **submit** to save changes.

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