

## Using Dependent Sections

Dependent Sections functionality is not only a great time saver but also, a more accurate way of scheduling a group of students who are taking the same classes. It is an optional feature on the Edit Sections page. Dependent sections are used to associate one section with other course/sections, requiring students to enroll in a set of classes (e.g., English, Math, Science, Social Studies, Art, Music, PE and Homeroom). Dependent sections can be utilized to allow students to be enrolled, either in a group or individually, to associate classes at once.

**Important:** Sections must be created before being added as a dependent section to another course section. For information on how to add sections to courses see PS\_QRD\_Add\_Sections on [www.nc-sis.org](http://www.nc-sis.org).

### Creating Dependent Sections

Before enrolling students into a class setup with dependent sections, the dependent sections must be added to the class section of the main/host course.

**Navigation:** Start Page > School Setup > Scheduling > Sections

On the **Sections'** screen, select the desired course from the list of courses on the left hand side of the screen.

20002Z0  
ELEMENTARY MATH  
40012Z0  
First Grade Social Studies  
99329Z05 HOMEROOM  
99329Z0 HOMEROOM  
99329Z03 HOMEROOM  
99329Z02 HOMEROOM  
99329Z0K HOMEROOM  
**99329Z01 HOMEROOM**  
99329Z04 HOMEROOM  
99329Z0P HOMEROOM  
62012Z00  
PHYSICAL EDUCATION  
30012Z0

1. Click on the desired **Section #**.

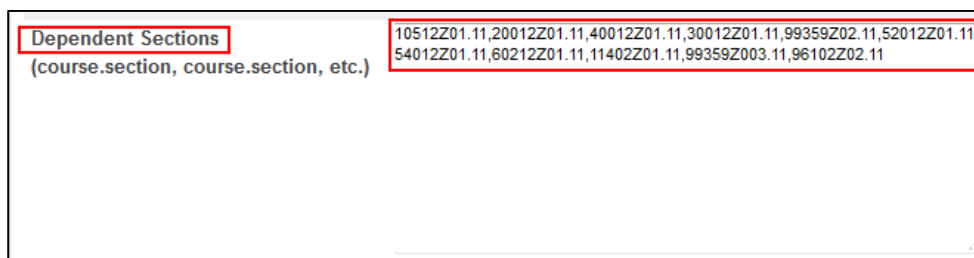
99329Z01 HOMEROOM

| Exp    | Sec # | Term  | Teacher    | Rm    | Enrollment | Attendance |
|--------|-------|-------|------------|-------|------------|------------|
| 1(A-E) | 50    | 13-14 | Oyl, Olive | 123   | 1          |            |
| 1(A-E) |       | 13-14 |            | T4 1A | 23         |            |

## Using Dependent Sections

2. On the **Edit Section** screen, scroll to the **Dependent Sections** area and type in each class using the format of *course.section*. Sections must be separated by a comma and no spaces.

**Note:** The user must know each course and section number that is to be entered here. There is no look-up feature.



The screenshot shows a text input field titled "Dependent Sections" with the instruction "(course.section, course.section, etc.)". To the right of the field, a list of course and section numbers is displayed: 10512Z01.11, 20012Z01.11, 40012Z01.11, 30012Z01.11, 99359Z02.11, 52012Z01.11, 54012Z01.11, 60212Z01.11, 11402Z01.11, 99359Z003.11, 96102Z02.11. The field and the list are both highlighted with red boxes.

3. Click **Submit** to save changes.

## Enrolling Students in Classes with Dependent Sections

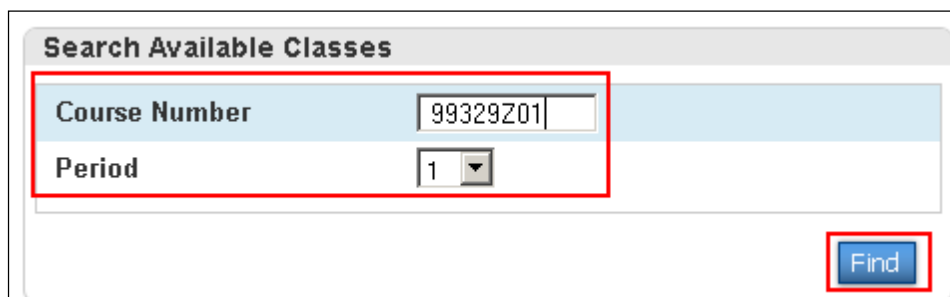
Students can be enrolled either individually or in groups using Mass Enroll. For more information on using Mass Enroll, see the *Mass Enroll Students into a Class QRD* on [www.nc-sis.org](http://www.nc-sis.org).

**Navigation:** Start Page > Select Student > Modify Schedule screen

Users can utilize either the **Search Available Classes** or the **Quick Enroll** area to enroll the student into the desired class.

### Search Available Classes

1. Enter desired criteria in the **Search Available Classes** area.
2. Click **Find**.



The screenshot shows the "Search Available Classes" form. It has two input fields: "Course Number" with the value "99329Z01" and "Period" with the value "1". Both fields are highlighted with red boxes. A "Find" button is located at the bottom right of the form, also highlighted with a red box.

3. Click on the **Course Name** of the desired course and section.

## Using Dependent Sections

Available Courses

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Filter By

Period 10 Term 15-16 Teacher All

Day All Grade All Credit Type All

Course Show only classes with available seats

Enroll date: 04/07/2016

| Crs. Sec    | Course Name              | Note | Expression | Term  | Teacher | Grade | Credit Type | Cr Hrs | Enrollment |
|-------------|--------------------------|------|------------|-------|---------|-------|-------------|--------|------------|
| 99328201.1  | Activity Period/Homeroom |      | 10(A-E)    | 15-16 |         | 0     | 9932        | 0.00   | 16/28      |
| 99328201.2  | Activity Period/Homeroom |      | 10(A-E)    | 15-16 |         | 0     | 9932        | 0.00   | 20/28      |
| 99328201.3  | Activity Period/Homeroom |      | 10(A-E)    | 15-16 |         | 0     | 9932        | 0.00   | 20/28      |
| 99328201.4  | Activity Period/Homeroom |      | 10(A-E)    | 15-16 |         | 0     | 9932        | 0.00   | 20/28      |
| 99328201.11 | Activity Period/Homeroom |      | 10(A-E)    | 15-16 |         | 1     | 9932        | 0.00   | 21/28      |
| 99328201.12 | Activity Period/Homeroom |      | 10(A-E)    | 15-16 |         | 1     | 9932        | 0.00   | 20/28      |
| 99328201.13 | Activity Period/Homeroom |      | 10(A-E)    | 15-16 |         | 1     | 9932        | 0.00   | 21/28      |
| 99328201.14 | Activity Period/Homeroom |      | 10(A-E)    | 15-16 |         | 1     | 9932        | 0.00   | 20/28      |
|             |                          |      |            |       |         | 2     | 9932        | 0.00   | 20/28      |

The **Modify Schedule – Enrollments** screen is returned displaying all of the courses attached as dependent sections. The student is now enrolled into the main class as well as the dependent sections.

Modify Schedule - Enrollments

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Enrollments Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Enrollments

Effective Enrollment Date 04/07/2016

Search Available Classes

Course Number Period 1 Find

Quick Enroll

Course Section Enroll

Enrollments

| Lock | Exp           | Trm   | Crs. Sec   | Course Name                      | Note | Teacher | Room | Enroll     | Leave      | Drop |
|------|---------------|-------|------------|----------------------------------|------|---------|------|------------|------------|------|
|      | 1(A-E) 4(A-E) | 15-16 | 10502220-1 | ELA Kindergarten                 |      |         | 153  | 04/07/2016 | 06/08/2016 |      |
|      | 8(A-E)        | 15-16 | 20002220-1 | Kindergarten Math                |      |         | 153  | 04/07/2016 | 06/08/2016 |      |
|      | 7(A-E)        | 15-16 | 30002220-1 | SCIENCE-KINDERGARTEN             |      |         | 153  | 04/07/2016 | 06/08/2016 |      |
|      | 6(A-E)        | 15-16 | 40002220-1 | Kindergarten Social Studies      |      |         | 153  | 04/07/2016 | 06/08/2016 |      |
|      | 3(B)          | 15-16 | 52002220-1 | General Music Kindergarten       |      |         | 115  | 04/12/2016 | 06/08/2016 |      |
|      | 3(A)          | 15-16 | 53002220-1 | Creative Dramatics Kindergarten  |      |         |      | 04/11/2016 | 06/08/2016 |      |
|      | 3(D)          | 15-16 | 54002220-1 | Visual Arts Kindergarten         |      |         | 113  | 04/07/2016 | 06/08/2016 |      |
|      | 3(E)          | 15-16 | 60202220-1 | Physical Education: Kindergarten |      |         |      | 04/09/2016 | 06/08/2016 |      |
|      | 2(A-E)        | 15-16 | 96102220-1 | Intervention/Enrichment          |      |         | 153  | 04/07/2016 | 06/08/2016 |      |
|      | 60(A-E)       | 15-16 | 96102220-1 | Developmental Centers            |      |         | 153  | 04/07/2016 | 06/08/2016 |      |
|      | 10(A-E)       | 15-16 | 99328201-1 | Activity Period/Homeroom         |      |         | 153  | 04/07/2016 | 06/08/2016 |      |
|      | 3(C)          | 15-16 | 99358203-1 | Computer Lab                     |      |         | 153  | 04/13/2016 | 06/08/2016 |      |
|      | 5(A-E)        | 15-16 | 99358202-1 | Recess                           |      |         | 153  | 04/07/2016 | 06/08/2016 |      |

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

Course Requests

| Number | Course Name | Note | Alt Code | Alt | Alt Priority | Section Type | Alternate 1 |
|--------|-------------|------|----------|-----|--------------|--------------|-------------|
|--------|-------------|------|----------|-----|--------------|--------------|-------------|

## Quick Enroll

1. Type in the desired course number and section of the main/host class in the **Quick Enroll** area. Be sure to use the format of **course.section**.
2. Click **Enroll**.

Modify Schedule - Enrollments

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Enrollments Requests

View Entire Year Schedule Edit Auto Schedule Parameters

Functions

Enrollments

Effective Enrollment Date 04/07/2016

Search Available Classes

Course Number Period 1 Find

Quick Enroll

Course Section 99328201.1 Enroll

Enrollments

| Lock | Exp | Trm | Crs. Sec | Course Name | Note | Teacher | Room | Enroll | Leave | Drop |
|------|-----|-----|----------|-------------|------|---------|------|--------|-------|------|
|------|-----|-----|----------|-------------|------|---------|------|--------|-------|------|

Drop Selected Drop All Automated Schedule Manually Schedule Student Toggle Locks

Course Requests

| Number | Course Name | Note | Alt Code | Alt | Alt Priority | Section Type | Alternate 1 |
|--------|-------------|------|----------|-----|--------------|--------------|-------------|
|--------|-------------|------|----------|-----|--------------|--------------|-------------|

## Using Dependent Sections

The **Modify schedule – Enrollments** screen is returned displaying all of the courses attached as dependent sections. The student is now enrolled into the main class as well as the dependent sections.

**Modify Schedule - Enrollments**

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Enrollments Requests

[View Entire Year Schedule](#) [Edit Auto Schedule Parameters](#)

**Functions**

**Enrollments** [Search Available Classes](#) [Quick Enroll](#)

Effective Enrollment Date: 04/07/2016

Course Number: Period: 1 [Find](#)

Course Section: [Enroll](#)

**Enrollments**

| Lock                                | Exp           | Trm   | Crs Sec    | Course Name                      | Note | Teacher | Room | Enroll     | Leave      | Drop                     |
|-------------------------------------|---------------|-------|------------|----------------------------------|------|---------|------|------------|------------|--------------------------|
| <input checked="" type="checkbox"/> | 1(A-E) 4(A-E) | 15-16 | 10502200-1 | ELA Kindergarten                 |      |         | 153  | 04/07/2016 | 06/08/2016 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 8(A-E)        | 15-16 | 20002200-1 | Kindergarten Math                |      |         | 153  | 04/07/2016 | 06/08/2016 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 7(A-E)        | 15-16 | 30002201-1 | SCIENCE-KINDERGARTEN             |      |         | 153  | 04/07/2016 | 06/08/2016 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 6(A-E)        | 15-16 | 40002201-1 | Kindergarten Social Studies      |      |         | 153  | 04/07/2016 | 06/08/2016 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3(B)          | 15-16 | 52002200-1 | General Music Kindergarten       |      |         | 115  | 04/12/2016 | 06/08/2016 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3(A)          | 15-16 | 53002200-1 | Creative Dramatics Kindergarten  |      |         |      | 04/11/2016 | 06/08/2016 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3(D)          | 15-16 | 54002200-1 | Visual Arts Kindergarten         |      |         | 113  | 04/07/2016 | 06/08/2016 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3(E)          | 15-16 | 60202200-1 | Physical Education: Kindergarten |      |         |      | 04/08/2016 | 06/08/2016 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 2(A-E)        | 15-16 | 96102202-1 | Intervention/Enrichment          |      |         | 153  | 04/07/2016 | 06/08/2016 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 60(A-E)       | 15-16 | 96102203-1 | Developmental Centers            |      |         | 153  | 04/07/2016 | 06/08/2016 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 10(A-E)       | 15-16 | 99329201-1 | Activity Period/Homeroom         |      |         | 153  | 04/07/2016 | 06/08/2016 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 3(C)          | 15-16 | 99352003-1 | Computer Lab                     |      |         | 153  | 04/13/2016 | 06/08/2016 | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> | 5(A-E)        | 15-16 | 99352002-1 | Recess                           |      |         | 153  | 04/07/2016 | 06/08/2016 | <input type="checkbox"/> |

[Drop Selected](#) [Drop All](#) [Automated Schedule](#) [Manually Schedule Student](#) [Toggle Locks](#)

**Course Requests**

**Note:** Dependent sections can be dropped from individual students as necessary, and other sections added to the student's schedule.

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