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.
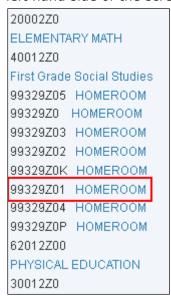
Important: Sections must be created before being added as a dependent section to another course section. For information on how to add sections to courses see PS_QRD_Add_Sections on www.nc-sis.org.

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.
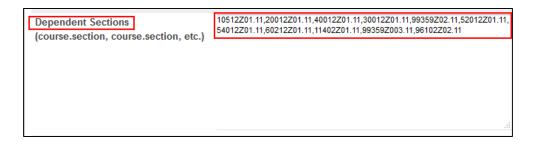

1. Click on the desired **Section #.**

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.

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

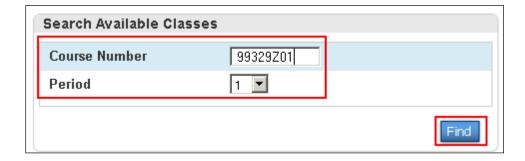## Enrolling Students in Classes with Dependent Sections

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.

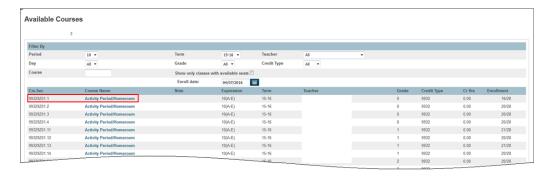| **Navigation:** Start Page > Select Student > Modify Schedule screen |
| --- |

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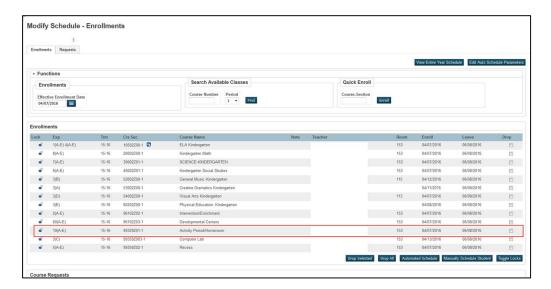

Search Available Classes

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

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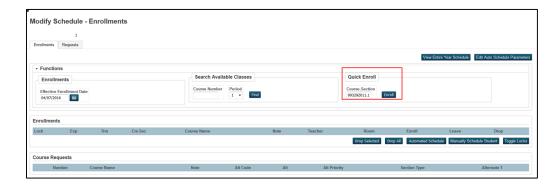
Using Dependent Sections

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.

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.`

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.
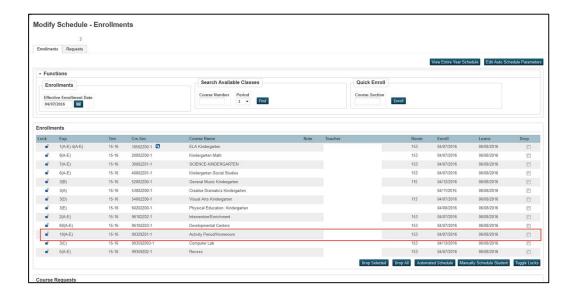

Note: Dependent sections can be dropped from individual students as necessary, and other sections added to the student's schedule.

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