

## Add a Section to Summer School

Adding a new section to Summer School is an easy four step process:

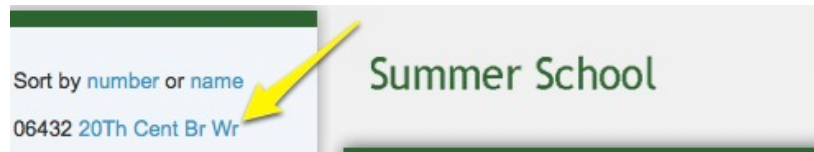
[Navigate to the Course Listing](#) > [Find a Specific Course](#) > [Create a New Section](#) > [Add Details](#)

### Navigate to the Course Listing

1. From the start page, choose the **School** link from the navigation menu on the far left hand side of the screen.
2. Upon clicking the link, a new page will appear with a list of School Setup options.
3. Scroll down to the **Scheduling** section and click on the **Sections** link.

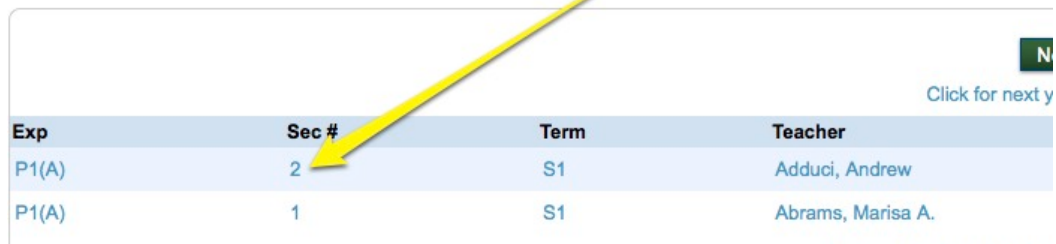
### Find a Specific Course

4. All available courses will be listed along the far left had side of the screen.
5. Click on the desired course for the new section that you are creating.



6. Upon clicking a course, a new page will be displayed with all current sections available for that course.
7. Before moving on, make note of the highest section number on the screen.  
Note: You will need to use this number in step 13.

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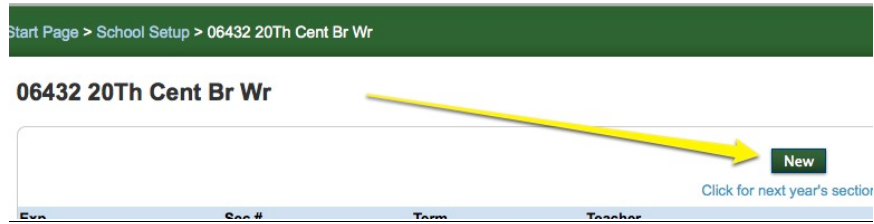


Exp	Sec #	Term	Teacher
P1(A)	2	S1	Adduci, Andrew
P1(A)	1	S1	Abrams, Marisa A.

In this example, the highest section number is 2. When the next section is created, it will need to be labeled as section number 3.

### Create a New Section

8. To create a new section, click on the **New** button.

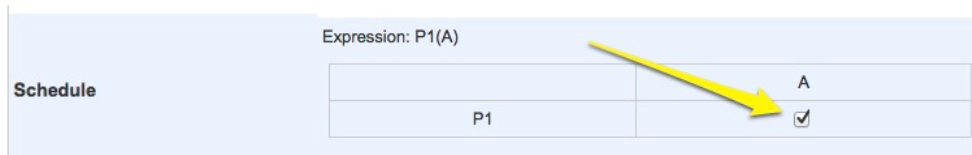


### Add Details to the New Section

9. Choose the location of the section from the **Summer School** drop-down field.
10. It is very important to match the section with the appropriate **Term**.
- For credited classes, choose a Term of either Credit Semester 1 or 2
  - For bridge classes, choose a Term of either Bridge Semester 1 or 2
  - For enrichment classes, choose either Enrichment Semester 1 or 2

**Important Note:** If the class type and the term type do not match, this may cause substantial manual rework for the impacted school at the end of the term.

11. On the **Schedule** line, click on the checkbox underneath the A



12. Choose a **Teacher** from the drop-down list.

**Optional:** If a teacher has not yet been identified, use a placeholder. See **Using a Teacher Placeholder** at the end of this guide

13. For **Section Number** input the next sequential section number for the course. (In our example from step 7, the highest section number was 2, so this new section would be section number 3.)
14. Set a **Maximum Enrollment**.
15. It is very important to set the **Exclude From Storing Final Grades** field appropriately.
- For credited classes, leave this checkbox UNCHECKED.
  - For bridge & enrichment classes, CHECK the checkbox.

**Important Note:** If this field is not set correctly, it may cause substantial manual rework for the impacted school at the end of the term.

16. Click the  button.

### Optional: Using a Teacher Placeholder

If a teacher has not yet been identified for a particular section, use a teacher placeholder to help better manage your sections missing teachers

1. Instead of selecting a teacher from the drop-down list, choose one of the following placeholders based on your location:
  - EastNC1
  - North, Staff
  - SouthSE1
  - WestNC1
2. Using a placeholder for your teacher will allow you to easily identify all sections that need teachers assigned to them.
  - a. From the start page, choose **Teacher Schedules** from the navigation menu on the left hand side.
  - b. This will bring up a new page with all of the teachers listed on the far left hand side.
  - c. Find your placeholder such as EastNC1 and click on that link.
  - d. Upon clicking on the name of your placeholder, a table will load in the middle of the screen with all courses under that placeholder.
  - e. These are the courses without teachers assigned yet.

Start Page > Teacher Schedule - East, NC1 ENC1

### Teacher Schedule - East, NC1 ENC1

Expression	Term	Course #	Course	Sec #
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### IMPORTANT NOTE:

If using a teacher placeholder, follow steps 2a through 2e on a regular basis to make sure that all sections have been assigned out to teachers before classes start.

When classes begin, the Teacher Schedule for your placeholder teacher should pull up a blank table with no sections listed.