

Adding a Course Section

Once a course has been added to the school course list, the next step is to create course sections. Course sections specify who teaches the class and when the class is offered. Course sections are necessary in order to schedule students completely.

Navigation: eSIS Main Start screen > School > Course Information > Course Section Maintenance

1. Query for the appropriate course in the **Course** section.
2. In the **Timetable** section of the screen, click **Add**.
3. In the **Sec** field, type a unique two-digit numeric value.

Warning: Do not use alpha characters in the **Sec** field as it will result in an error on the SAR.

4. To the right of the **Teacher** field, click the List of Values button, click the appropriate teacher.
5. From the **Room** drop-down box, click the appropriate room.
6. Click the **How Taken** drop-down box, click the appropriate setting.
7. Click **Save**.
The cursor automatically moves to the **Schedule** section.
8. From the **Schedule** section, type the appropriate **Semester**, **Term**, **Day**, and **Period** in which the class will meet.

Important: Make certain that the semester and term are aligned with the **Course Length** defined in the **Timetable** section. Also, note that the teacher name added above defaults to the **Teacher 1** field.

9. Add a second teacher in the **Teacher 2** field if necessary.
10. Click **Save**.

Note: Use the **Other Staff** button at the bottom of the screen to add teacher assistants to the class if necessary.