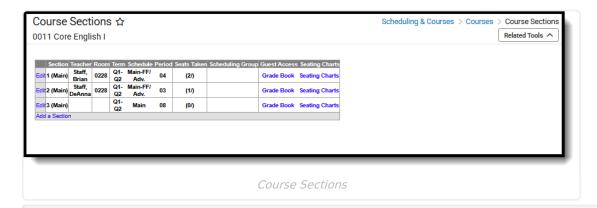


Course Sections

Last Modified on 11/12/2025 2:54 pm CS7

Tool Search: Course Sections

The **Course Sections** tool provides a list of all sections of the selected course. It includes basic identifying information about the section, such as the assigned primary teacher, where the section meets, in which term it meets and in what period, and the number of students in each section.

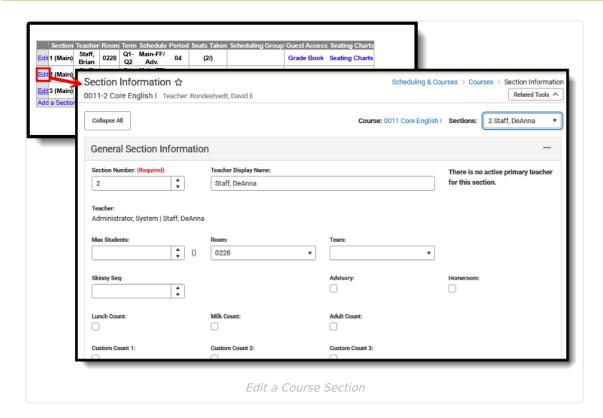


Refer to the <u>Course Sections Tool Rights</u> article for details on the rights required to use this tool.

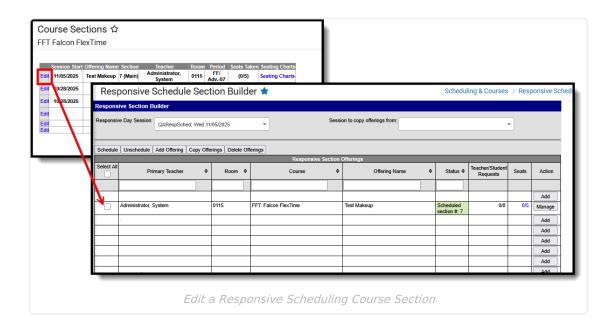
Edit a Section

To modify the details of a specific section, click **Edit**. The Section Information tool displays where updates to the section can be completed.





For a <u>Responsive Scheduling</u> course, clicking the Edit link opens the Responsive Scheduling Section Builder.

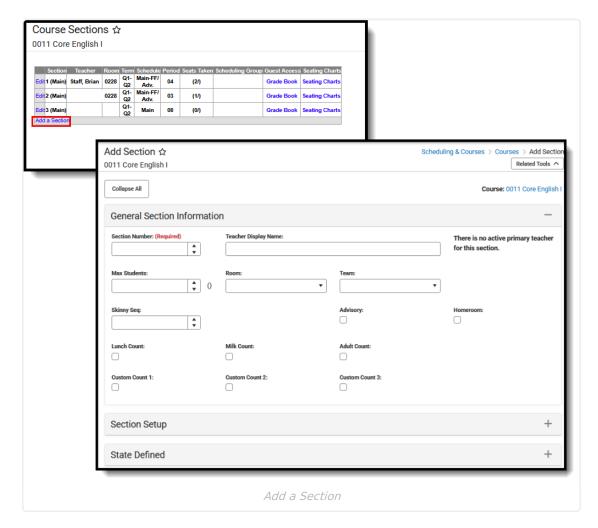


Add a Section

To add a new section to the course, click the **Add a Section** link to add a new section to the selected course. The Add Section tool displays where information for the new section can be



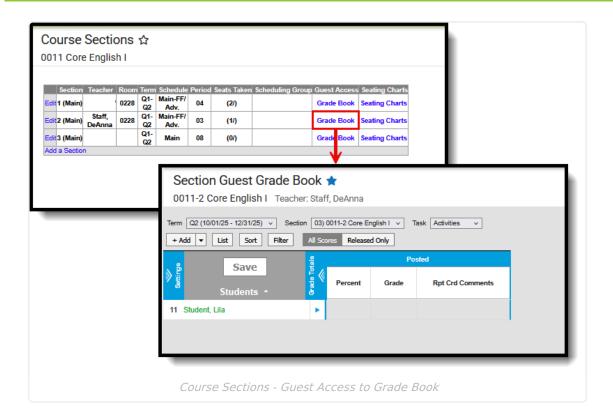
added. See the <u>Section Information</u> article for field descriptions.



Guest Access

Users with appropriate rights can access a section's Grade Book from the section list. See the <u>Guest Access to Grade Book</u> article for more information.





Seating Charts

The <u>Seating Charts</u> link generates a PDF of the section's seating chart(s), as created by the teacher. In conjunction with a <u>student's schedule</u>, a seating chart allows school personnel to see who sits near a student who has been diagnosed with Covid-19 for contract tracing purposes.

The Seating Charts link displays even if the section does not have a seating chart. In that case, a message of "No Seating Chart Reports are available for this section." displays.

Campus recommends emphasizing to teachers the importance of seating charts for contact tracing and encourages them to keep charts up to date. It may not be possible to exactly duplicate the layout of a classroom in the seating charts tool, but teachers are encouraged to consider the benefits of contact tracing when creating their charts.