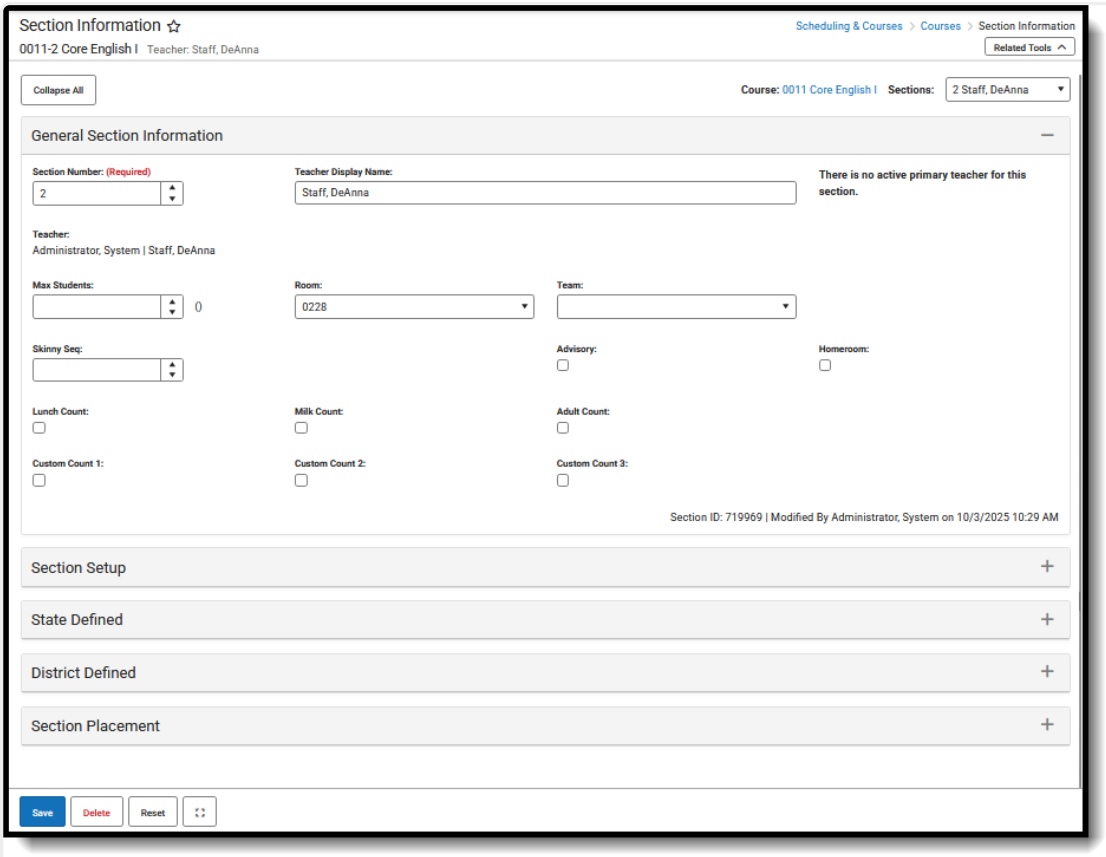
Section Information

Last Modified on 11/13/2026 2:22 pm CST

Path: Scheduling & Courses > Course > Section Informatin

The **Sections** within the Course folder is provided as a view screen, listing all sections for the selected course and basic identifying information about that section - the assigned primary teacher, where the section meets, in what term and for what period, and how many students are in each section.

Fields vary by state. Please see the State Specific Information section for more information on Course and Section procedures in your state.



Section Information Editor

See the Section Information Tool Rights article for information about rights needed to use this tool.

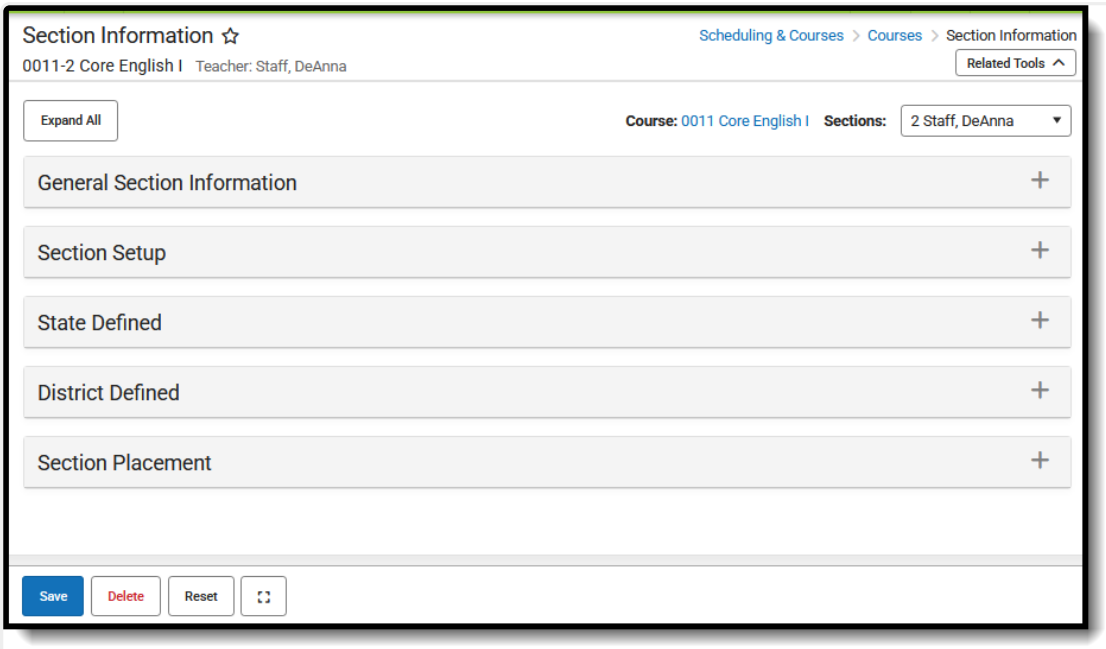
Navigation

The Section Information editor is organized into the following sections:

- **General Section Information** includes identifying details, such as the section number, the teacher's name, the Room where the section meets, whether it's a Homeroom section, and more.
- **Section Setup** includes fields that determine whether the section is virtual or in-person, whether the section's standards display on the Portal, whether the section is excluded from an External LMS, and the Ed-Fi Term Descriptor Override.
- **State Defined** lists all of the fields that are used for state reporting in your state.
- **District Defined** lists any field your district has chosen to collect data on. These are added using the Custom Attribute/Dictionary.
- **Section Placement** displays the Period, Terms, and Schedule Structures in a grid and shows when the section meets.

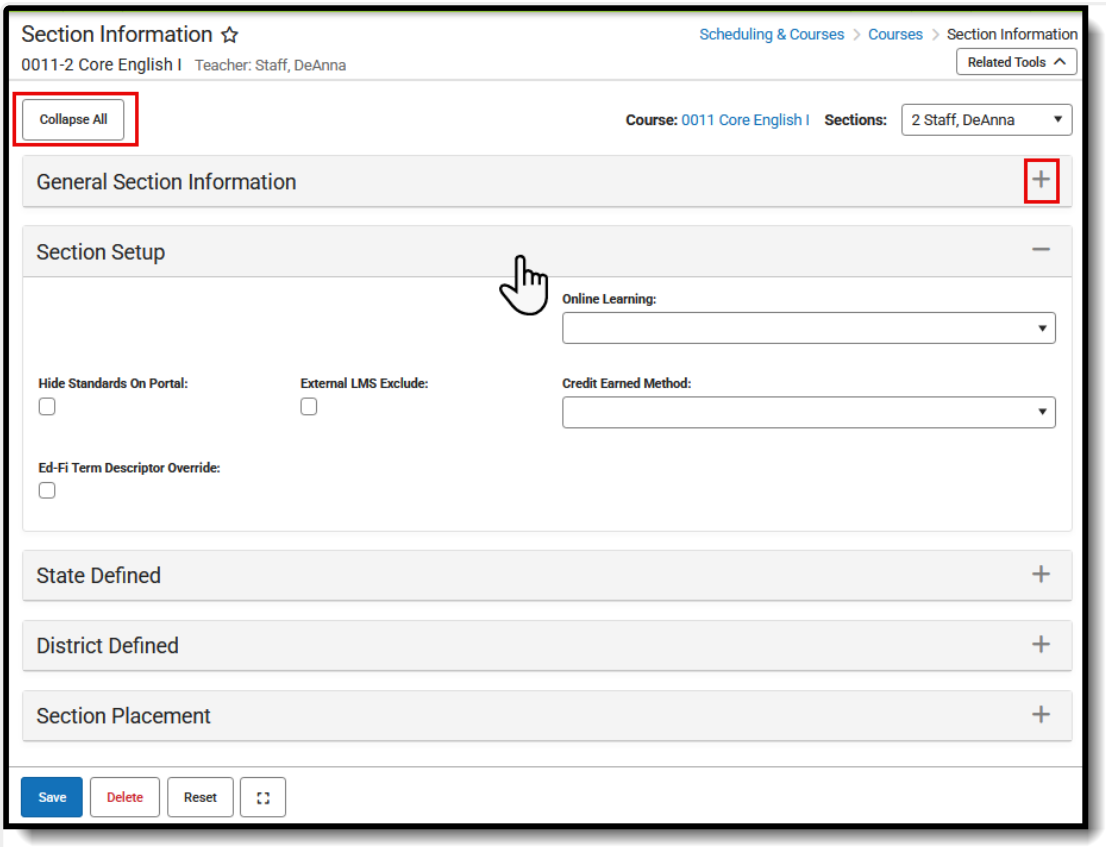
For State Edition users, all fields are read-only. Data syncs between District Edition and State Edition.

See the Section Information Field Descriptions for more details on the available fields.



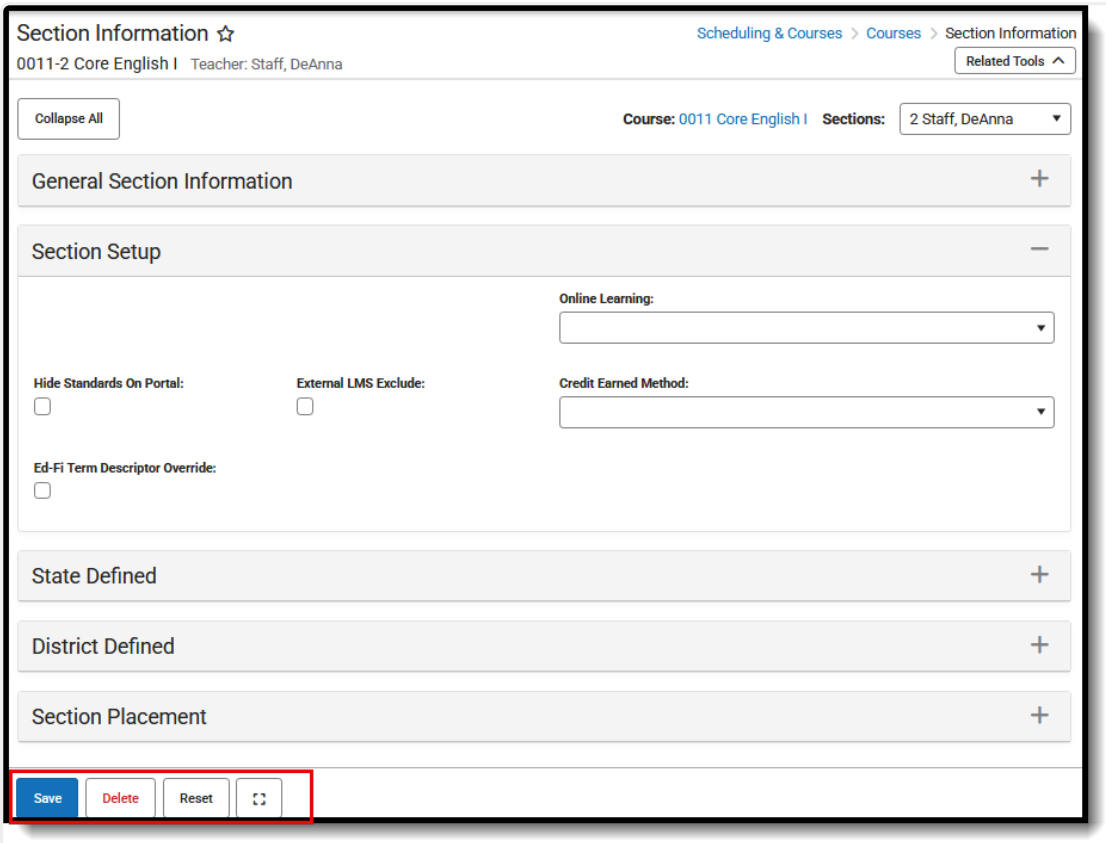
Section Information Editor - All Cards Collapsed

Click on the gray header or use the plus sign on the right side to expand the card. Use the **Expand All/Collapse All** button at the top of the tool to open or close all cards.



Open or Close Section Information Cards

The **Save, Delete, Reset**, and **Full Screen** view buttons display across the bottom of the tool.



Section Information - Save, Delete, Reset, Full Screen

In some states, the same course appears in the Course Information or Course Master Information tools and in the Section Information tool. When the field is populated in Section Information, it overrides the value entered in Course Information or Course Master.

The Section Information editor displays a blue information button that, when hovered over, shows the value entered on Course Information. This allows the user to view the Course value without navigating away from the Section.

Edit, Delete, Reset Section Information

Edit Section Information

Always follow your school or district policies for updating course information.

Existing section information can be modified by changing current values for the selected section. New sections can be added from the Course Sections tool. When planning and scheduling courses for future years, sections can be added through the Scheduling Board.

1. Locate and modify the desired value for the appropriate field. The required fields must have a

value to save the updates.
2. Click **Save** when finished.

Delete Sections

1. Click **Delete** to permanently remove the section. A confirmation message displays, asking to confirm the deletion.
2. Click **Delete** to continue. Background validations are performed on the database, and if there are no issues found, the section is deleted.

When students are deleted from a section, their roster data is also deleted, and any associated attendance data is lost.

When a section is deleted in which students are enrolled, a warning message displays indicating that the associated attendance information and roster data will also be deleted. A record of the deletion of attendance data is stored in the Audit Attendance table.

Delete Validations

When deleting sections, related areas of the product are reviewed to ensure the deletion can occur. These items also need to be deleted or unlinked from the section before the deletion can occur. Some of these areas include (but are not limited to):

- Assignments and other Lesson Plan entries
- Grading Window Exceptions
- Activity Registration
- Attendance Records
- Student Groups
- Assessments

A message displays indicating the Section cannot be deleted until these other items are also deleted.

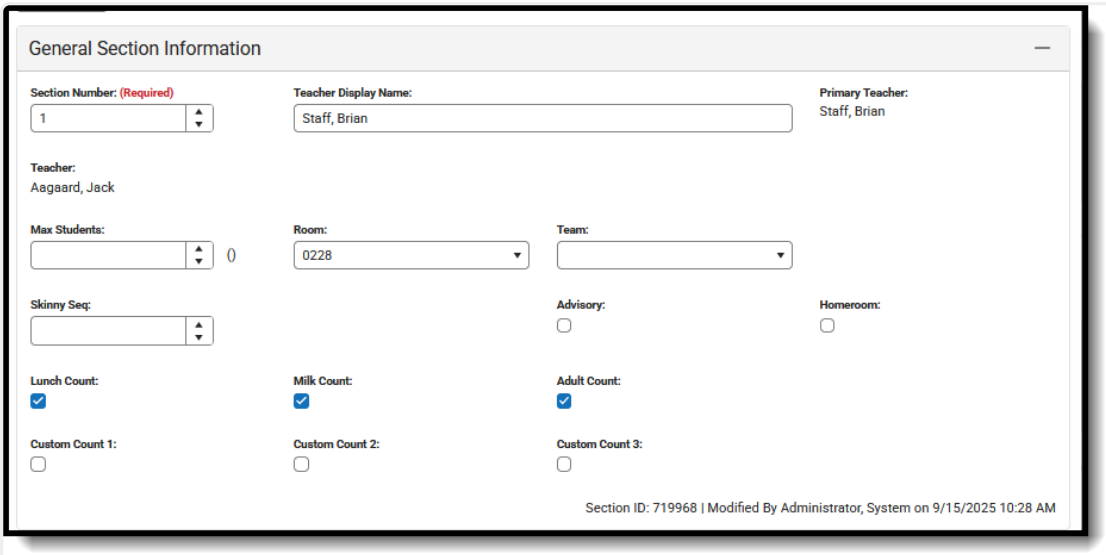
Reset

To undo any unsaved section changes, click the Reset. This returns the values to their original setting as of the last time the section record was saved.

Section Information Field Descriptions

The following is a list of fields available in each Section Information card.

General Section Information



General Section Information

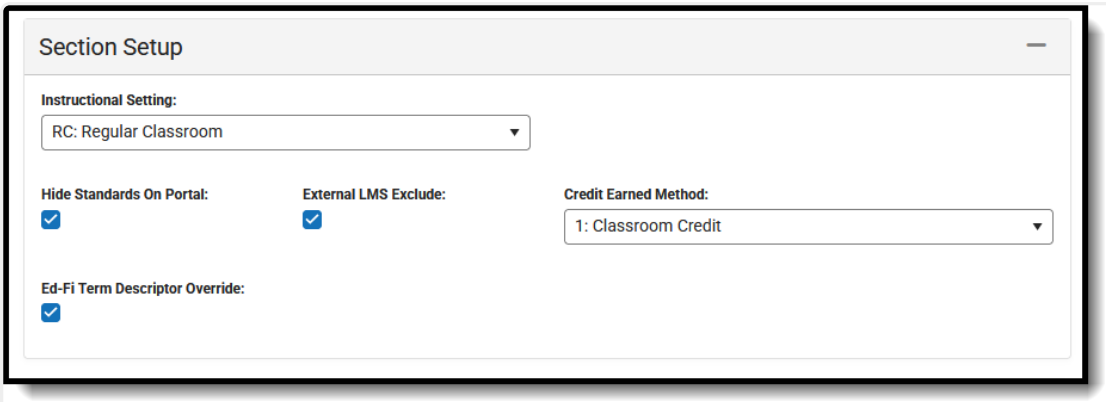
Field Name	Description	Location
State Report Exclude	When marked, section information is not included in any state reports. This field is hidden and is only available upon request. State reports need to be modified before this field can be activated. For more information, contact Campus Support.	**Database:** Section.stateReportExclude **Ad hoc Reporting:** Course > Section Information > stateReportExclude **(sectionInfo.stateReportExclude)**
Section Number *Required*	Indicates the number of the course section. This is a required field. A value of 1 or greater can be entered; a value of zero or a negative value is not allowed.	**Database:** Section.number **Ad hoc Reporting:** Course > Section Information > sectionNumber **(sectionInfo.sectionNumber)**
Teacher Display Name	Lists the Name of the teacher. This name can be manually entered by a staff person responsible for maintaining course information, or it will be populated automatically when the Primary Teacher option is selected.	**Database:** Section.teacherDisplay **Ad hoc Reporting:** Course > Section Information > teacherDisplay, teacher2Display, teacher3Display, teacher4Display **(sectionInfo.teacherDisplay, sectionInfo.teacher2Display, sectionInfo.teacher3Display, sectionInfo.teacher4Display)**

Field Name	Description	Location
Primary Teacher	Lists the primary teacher of the course section. This field only lists staff persons who have the Teacher checkbox marked on their District Assignment record. This field is read-only; changes to the Primary Teacher for a section occur in Section Staff History tool. A message displays when there is no active primary teacher assigned when the current date is before the start of a term AND a primary teacher is not assigned in Section Staff History for at least the first date of the term.	**Database:** SectionStafHistory.staffType (P = Primary Teacher) **Ad hoc Reporting:** Course > Section Information > StaffHistory > staffType **(staffHistory.staffType)**
Teacher	The second instructor in the room who still leads instruction time, but not as much as the Primary Teacher. This could be a para teacher, or a rotating elective teacher, or, in some instances, when the classroom population is higher, a second teacher is assigned to balance instruction time.	**Database:** SectionStaffHistory.staffType (T = Teacher) **Ad hoc Reporting:** Course > Section Information > StaffHistory > staffType **(staffHistory.staffType)**
Staff	Another staff person in the room who does not instruct students, but is in the classroom and assists the primary teacher and teacher with classroom management.	**Database:** SectionStaffHistory.staffType (SS = Section Staff) **Ad hoc Reporting:** Course > Section Information > StaffHistory > staffType **(staffHistory.staffType)** Course > Section Information > sectionStaff1Display, sectionStaff2Display, sectionStaff3.Display **(sectionInfo.sectionStaff1Display, sectionInfo.sectionStaff2Display, sectionInfo.sectionStaff3Display)**

Field Name	Description	Location
Max Students	Displays the maximum number of students who can be scheduled into the section. This field acts as an override to the Max Students value entered on the Course Information editor. **Enter positive whole numbers or a zero (0).** When this field is left blank (null), the value entered into the Max Students field on the Course Information editor is used. NOTE: Sections with a Max Students value of 0 will not have students loaded into them when using the Scheduling Board.	**Database:** Section.maxStudents **Ad hoc Reporting:** Course > Section Information > maxStudents **(sectionInfo.maxStudents)**
Room	Indicates where the course section meets. When Preferred Room Types are created in the Attribute/Dictionary, those room types display first, then are followed by the room numbers. See the Rooms article for more information.	**Database:** Section.roomID; Room.name **Ad hoc Reporting:** Course > Section Information > roomName **(sectionInfo.roomName)**
Team	Indicates the student team or scheduling group of the course section. This field displays after Scheduling Groups have been added to the calendar.	**Database:** Section.schedGroupID; SchedulingGroup.name **Ad hoc Reporting:** Course > Section Information > groupName **(sectionInfo.groupName)**
Skinny Seq(uence)	If the course is scheduled at the same time with another course and the two courses are taken during the same term by the same students (i.e., Choir and Band) in a rotating schedule setup, this field indicates in what order the student will be taking the course.	**Database:** Section.skinnySeq **Ad hoc Reporting:** Course > Section Information > skinnySeq **(sectionInfo.skinnySeq)**

Field Name	Description	Location
Advisory	Identifies a course as an advisory course, a regularly scheduled time in the school day where a small group of students meets with a teacher or staff member to receive support on academic, social, and personal issues. Marking this checkbox enables special summary views for Instruction tools. Courses and Sections can both be marked as Advisory. At the course level, all sections of the course are considered Advisory; at the section level, that section is considered Advisory, while the other sections of the course may not be.	**Database:** Section.advisory **Ad hoc Reporting:** Course > Section Information > advisory **(sectionInfo.advisory)**
Homeroom	Indicates this section is considered a homeroom. This field is used in scheduling and attendance reports, and serves as a sorting option when scheduling courses for the upcoming school year. It also causes the teacher's name to print on the Report Card.	**Database:** Section.homeroomSection **Ad hoc Reporting:** Course > Section Information > homeroomSection **(sectionInfo.homeroomSection)**
Lunch Count **Milk Count** **Adult Count** **Custom Count 1** **Custom Count 2** **Custom Count 3**	When these checkboxes are marked, it indicates a count is taken daily and used to track how many lunches, milks, and adult lunches are being requested. These totals are entered when the teacher records attendance. These field names can be changed in the Attribute Dictionary. See the Lunch Counts Report for more information.	**Database:** Section.lunchCount; Section.milkcount; Section.adultCount; Section.customCount1; Section.customCount2; Section.customCount3 **Ad hoc Reporting:** Course > Section Information > lunchCount, milkCount, customCount1, customCount2, customCount3 **(sectionInfo.lunchCount, sectionInfo.milkCount, sectionInfo.customCount1, sectionInfo.customCount2, sectionInfo.customCount3)**

Section Setup



Section Setup Fields

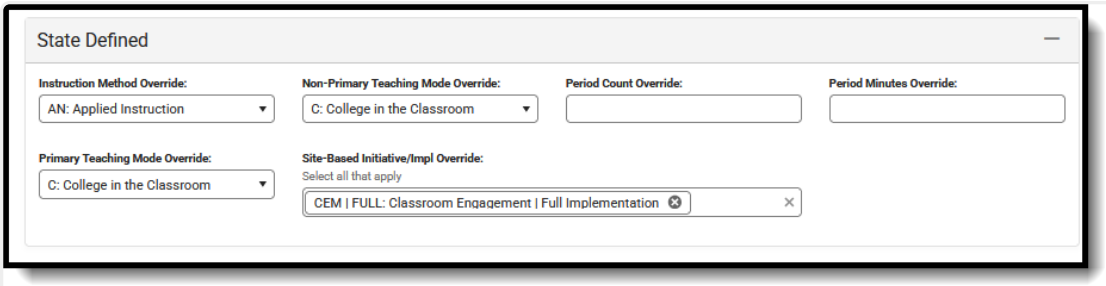
Field Name	Description	Location
Online Learning	*The name of this field is localized, meaning it may be labeled as Distance Learning, Distance Course, etc.* Indicates the course offers educational resources in multiple media and the capability to support both real-time (web casting, chat rooms, desktop audio/video technology) and asynchronous communication (email, threaded discussion boards, newsgroups) between instructor and learners. This field displays the selection from the Online Learning field on the Course Information tool. If that field is populated, a Y or N displays in the parentheses next to the dropdown list. When this field is blank, the value within the parentheses will report in ad hoc reporting and the attribute default value no longer displays. Available options vary by state.	**Database:** Section.distanceCode **Ad hoc Reporting:** Course > Section Information > distanceCode **(sectionInfo.distanceCode)**

Field Name	Description	Location
Hide Standards on Portal	This field hides the standards assigned to a section from being viewed on the Portal and Campus Student. Standards still display for teachers in Campus Instruction.	**Database:** Section. hideStandardsOnPortal **Ad hoc Reporting:** Not available
External LMS Exclude	If a district is sharing Campus data with an external learning management system, this checkbox can be used to exclude specific records from being shared. If the Exclude checkbox is marked for the School, Calendar, or Course associated with this Section, that designation also applies to this Section.	**Database:** Section.externalLMSExclude **Ad hoc Reporting:** Course > Section Information > externalLMSExclude **(sectionInfo.externalLMSExclude)**
Credit Earned Method	Selection determines the Credit Earned Method to support the sending of Course Transcripts Resource used in Ed-Fi reporting. Available options vary by state. Refer to your state's Ed-Fi Resources for information.	**Database:** Section.creditEarnedMethod **Ad hoc Reporting:** Course > Section Information > creditEarnedMethod **(sectionInfo.creditEarnedMethod)**
Ed-Fi Term Descriptor Override	Indicates the section is eligible to be mapped to a different Sessions resource used in Ed-Fi reporting than the one that would be referenced based on the Section Schedule Placement. See the Sessions Resource Preferences article for more information.	**Database:** Section.edFiTermType **Ad hoc Reporting:** Course > Section Information > homeroomSection **(sectionInfo.edFiTermType)**

State Defined

The State Defined card includes any field required for your state's reports and extracts, and any field your state needs to track but may not be included in reports/extracts.

Fields vary by state. Review the State-specific information section for more information.



State Defined Section Card

District Defined

This section lists any fields and values your district has chosen to track. These are localized fields that may or may not be reported in local reports or state reports.

These fields are created in the Custom Attribute/Dictionary tool.

Your district should provide guidance on district-defined fields. When no district-defined fields are created, text indicating such fields displays in place of any fields.



District Defined Section Card

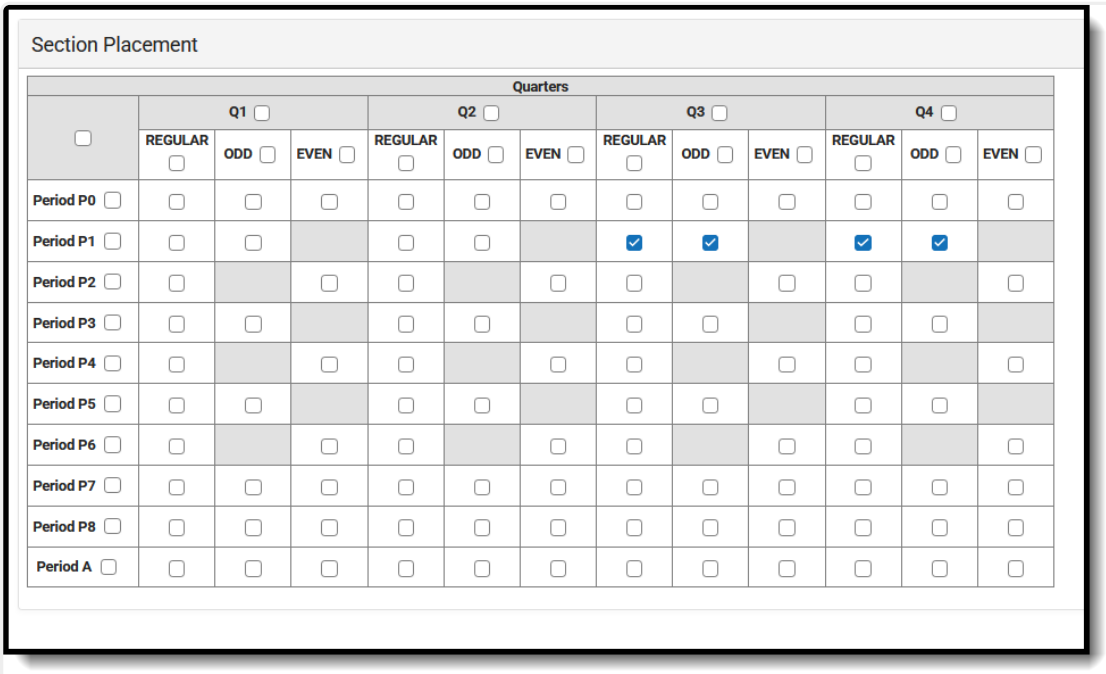
Section Placement

The Section Schedule Placement grid is used to mark in which Term, Period, and Period Schedule the course section meets. The grid reflects the names used when setting up the calendar. Periods are listed down the left-hand side; terms are listed across the top. If this new section meets in Period 5 of Term 3, a check would be placed there.

This grid may display in a variety of ways, mimicking the set up of the calendar. If your school uses a simple period schedule, block scheduling, a rotating day schedule, the Section Placement grid may be more complex. Refer to the Period Setup content for more information.

In the example below, the section meets in Quarters 3 and 4 during Period P1 on both Regular and

Odd days.



Section Placement Example

To manually choose when a section meets, mark in which periods, terms, and period schedule the section meets. Click **Save** when finished.

Before the start of a school year, use the Scheduling Board to load and build course sections automatically based on other course and staff settings.

State Edition Syncing Logic

The following table defines the syncing logic used between District Edition and State Editions.

Tool	Sync Logic
Course	Saving syncs the section and the sub information
Course Section	Assumes the parent data is already recorded in State Edition.
Section	Syncs on save, bringing District Assignment and Person. If the assignment or person already exist, updates will not occur.
Calendar Wizard	Syncs with Assignment ID.

State-Specific Information

Fields may vary by state:

- Michigan
- Missouri
- North Dakota
- Texas