Section Student Detail

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Tool Search: Section Student Detail

The Section Student Detail tool provides a location where districts can collect course-related state reporting data for individual students in a course section. This data is not scheduling-related and can include both localized state reporting data elements provided by Campus (for example, Work Based Learning) and custom District Defined data elements created by a district administrator.

Section Student Detail is only available for districts in states with at least one Campus Attribute (i.e., a State Reporting field) for which they wish to collect data via this tool.

> Fields vary by state. See the State-Specific Information section for more information on Section Student Detail procedures in your state.
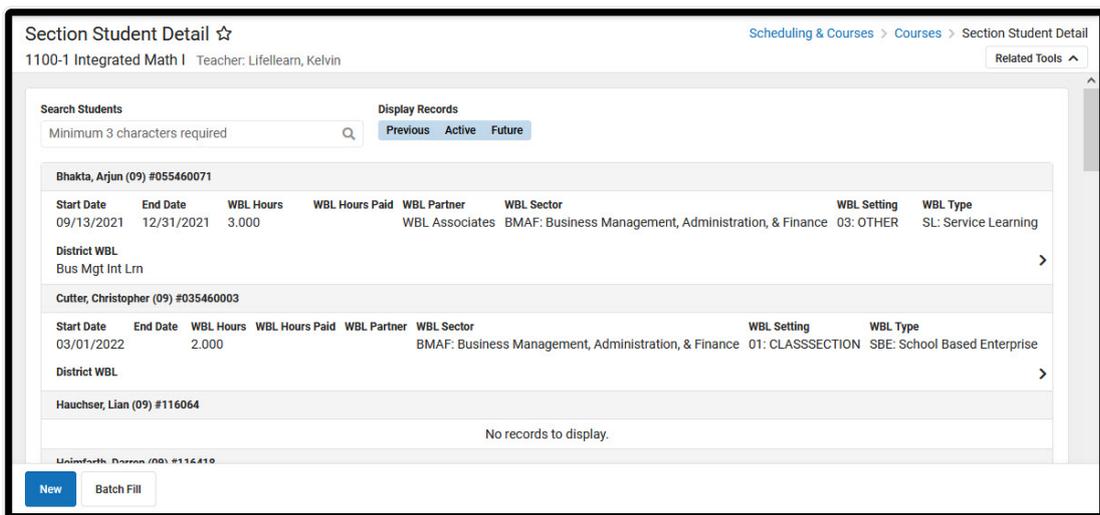
Section Student Detail

Read - Access and view Section Student Detail records.
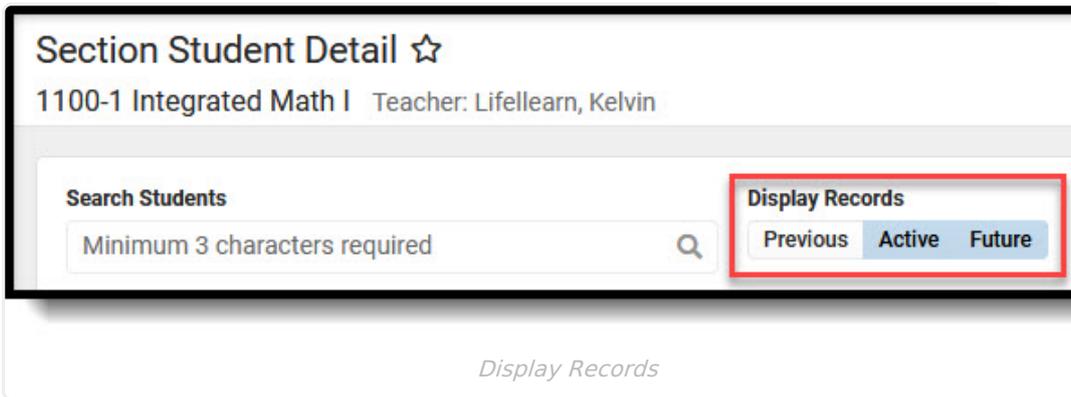**Write** - Modify existing Section Student Detail records.
Add - Enter new Section Student Detail records.
Delete - N/A

For more information about Tool Rights and how they function, see the Tool Rights article.

Filter Display Records

Toggle the buttons under Display Records to view any combination of Previous, Active and Future records.
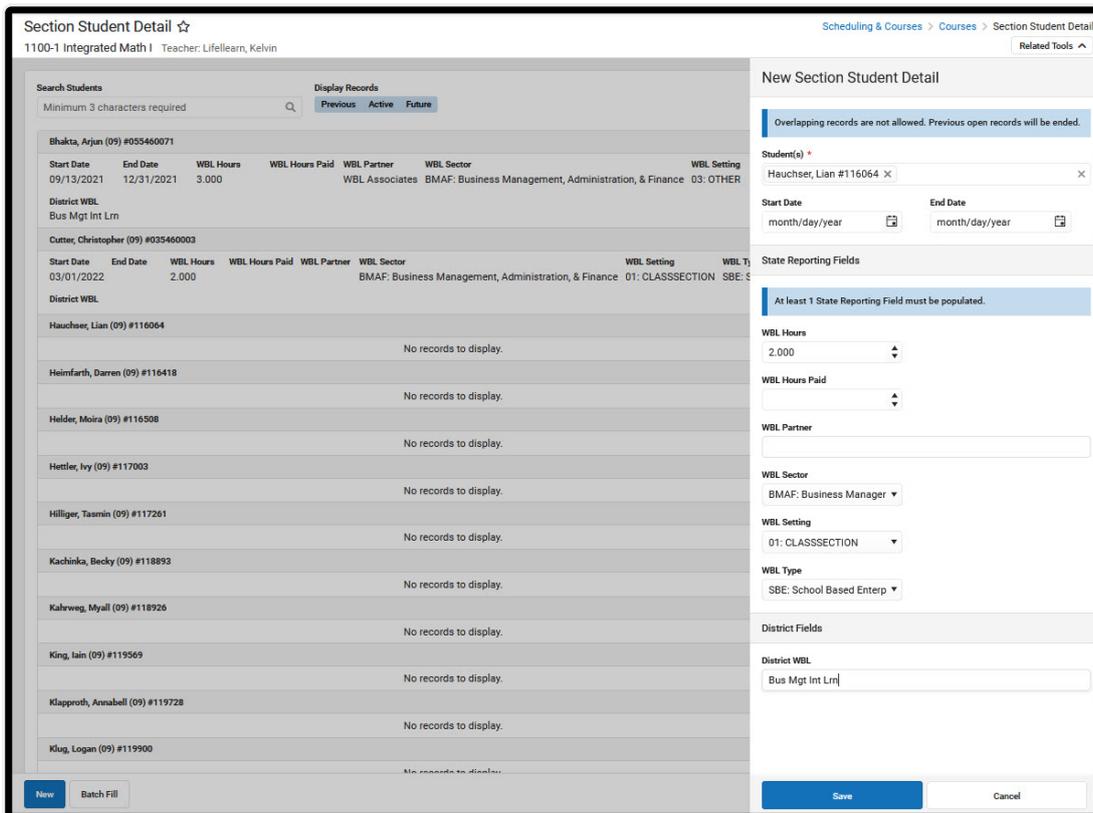
Display Records

Add Record For Selected Student(s)

Overlapping records are not allowed. Records currently existing for the selected student that have no end date and a start date before the new Start date are automatically ended.

1. Select **New**. A side panel displays.
2. Select a student from the **Student(s)** field.
3. Enter the appropriate data for the selected student. At least one state reporting field must be populated to save the record.
4. Click **Save**.

Add Record For Selected Student(s)

Batch Fill Existing Records

1. Select the **Batch Fill** button. A side panel displays.
   Note: Batch Fill mass edits existing records. It does not create new ones.
2. Enter the appropriate section data for the desired fields.
3. Select the **Include** check box for fields that will be batch filled.
   Note: Including a field with no Fill Value will delete existing data.
4. Select the **Fill Empty** or **Fill All** option**.** Fill Empty will fill all empty fields in existing records with the included data. The Fill All option will fill all fields with the included data, regardless if data already exists in a field.
5. Click **Save.**

Add Records For Multiple Students

Edit Existing Records

1. Select a student from the section, or use the **Search Students** field to search for a specific student. Enter at least three characters to search on any part of a student's name.
2. If appropriate, filter the **Display Records** by selecting and/or deselecting the Previous, Active, and Future buttons.
3. Select a record to edit the Section Student Detail.
4. Make and **Save** changes, **Delete** the record if appropriate, or **Cancel** to return to the Section Student Detail screen. Multiple records can be associated with individual students. Editing does not auto-end records.

Manage Existing Records

Student Schedule and Section Student Detail

Access to the Section Student Detail from the Walk-In Scheduler Roster Panel allows roster-related fields to be updated quickly.

Walk-In Scheduler - Section Student Detail Access

1. Navigate to a student's **Schedule**.
2. Click the **Walk-In Scheduler** button in the lower right-hand corner.
3. Select a Course on the course grid that requires additional roster data. The **Roster Update** panel opens.
4. Click the **Section Student Detail** button. The Section Student Detail tool displays the details for the selected course and selected students.
5. Modify the student's Section Student Detail record by clicking New to add new records or modify existing records.
6. Records for other students in the same course can also be updated or created. Remove the student's student ID from the **Search Students** field. All students in that section are listed. Update records one by one, or use the **Batch Fill** option to update all students in that section at once.
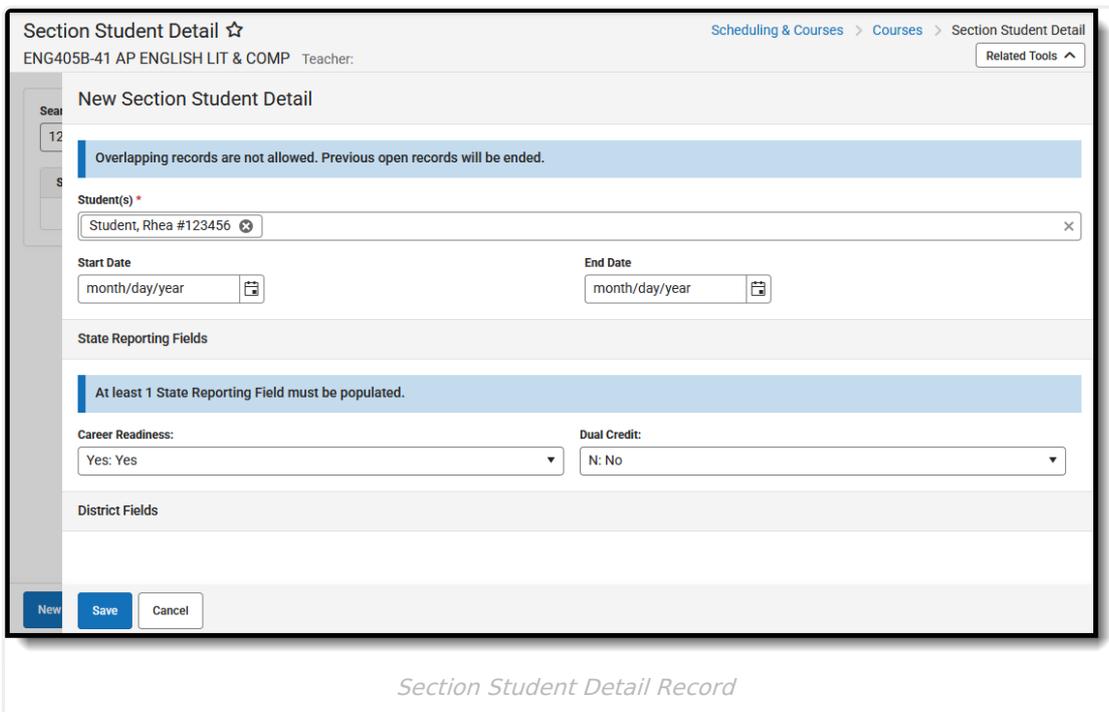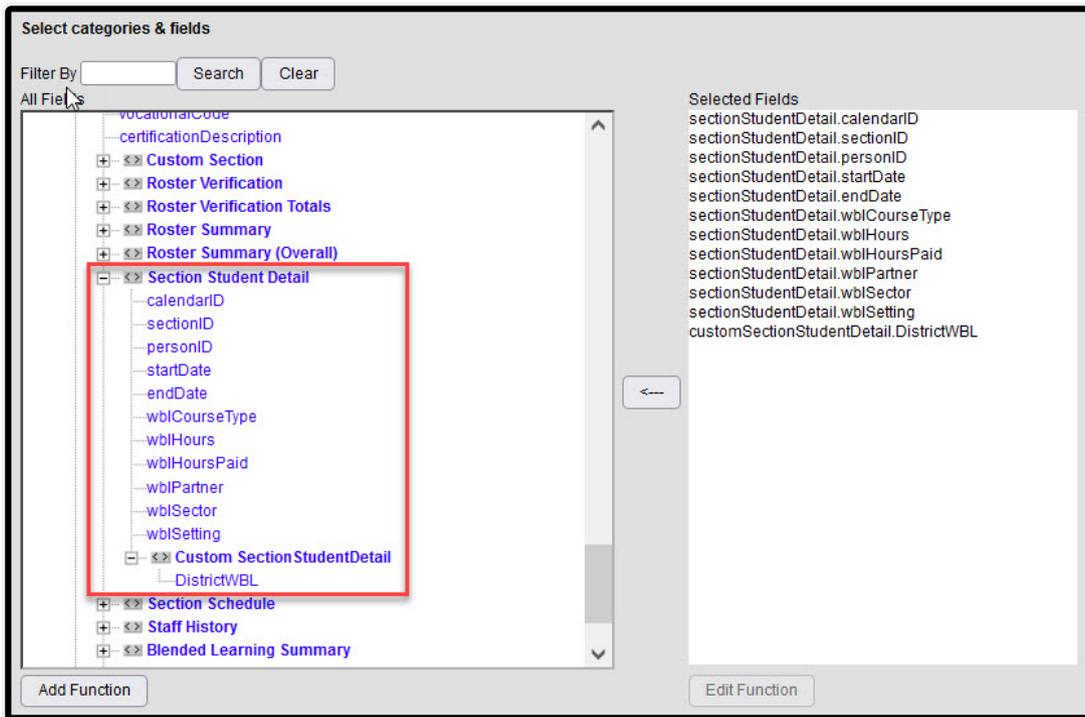

Section Student Detail Record

Section Student Detail Information in Ad hoc Query Wizard

Section Student Detail Information is available in the Query Wizard for Course/Section Data Type filters in the **Course > Section Information > Section Student Detail** folder.

What you see in Ad hoc will depend on what has been created for your state. CalendarID, sectionID and personID can be used to filter section student detail based on one or more calendars, course sections, or students. Start and End Date are available in the Section Student Detail editor for staff to use when entering data. This example includes WBL fields that were localized for Rhode Island.

Student Section Detail Ad hoc Fields

State-Specific Information

Fields vary by state. Follow the link to view the Section Student Detail information for your state.

- [Arizona](#)
- [California](#)
- [Indiana](#)
- [Kentucky](#)
- [Missouri](#)
- [North Carolina](#)
- [Pennsylvania](#)
- [Rhode Island](#)
- [Tennessee](#)
- [Virginia](#)
- [Wisconsin](#)
- [Wyoming](#)