

Section Templates

Last Modified on 06/03/2024 9:48 am CDT

Tool Search: Section Template

Section Templates allow users to define the meeting pattern of a section (Period Schedule, Period and duration) for section placement in a calendar that has a complex schedule structure. Each meeting pattern is captured in a template. The set of all possible meeting patterns for a section are stored in template groups. Template groups are then assigned to courses and are used to place the course section in the correct location on the White Board when using [Scheduling Board](#).

The following tools are available:

- [Section Templates](#)
- [Generate Section Templates](#)
- [Mass Set Section Template Groups](#)

Section Template Tools

Create Section Templates AFTER calendars and enrollments for the next school year have been rolled forward. See the [Checklist for Scheduling](#) for additional information. Once Section Templates are created in one calendar, they can be rolled forward to future calendars using the [Calendar Wizard](#).

Using the Section Template tools is an optional piece of the scheduling workflow. If your school calendar has a complex schedule structure but you would like to continue with the process you currently follow for placing sections in the [Scheduling Board](#) or manually building schedules, you may do so.

When to Create and Use Section Templates

Not all calendar schedule structures require section templates. Use the following as a guideline when determining if you should be using Section Templates.

Calendar Structure	Use Section Templates?
<ul style="list-style-type: none"> • One period schedule for all terms • All periods meet every day • All courses are scheduled for one period • All students are scheduled for every period 	Section Templates are not necessary.
<ul style="list-style-type: none"> • Two period schedules that meet every other day (A/B Days). • Both period schedules have the same number of periods • All courses are scheduled for one period on the same day throughout the calendar (a course scheduled on Day A always meets on Day A). 	Section Templates are not necessary.
<ul style="list-style-type: none"> • Three period schedules that rotate throughout the week (A/B/C Days) • Courses meeting in periods 1-4 on Day A also meet in periods 1-4 on Day B; Courses meeting in periods 5-8 on Day A also meet in periods 1-4 on Day C. 	Section Templates should be used.
<ul style="list-style-type: none"> • Five day (or more than five day) schedule rotation • Courses rotate to different periods throughout the rotation (Courses in Period 1 Day A also meet in Period 2 Day B, Period 3 Day C, etc.). 	Section Templates should be used.
<ul style="list-style-type: none"> • Two day schedule rotation (A/B Days) • Periods on A Days are 60 minutes • Periods on B Days are 120 minutes • Courses on Day A meet for 2 periods during the day; Courses on Day B meet for 1 period. 	Section Templates should be used.
<ul style="list-style-type: none"> • One period schedule • Within that schedule, courses may meet for two periods for certain students and for other students that course meets for one period. 	Section Templates should be used.