Course Sections Tool Rights

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The Course Sections tool is used to create sections, edit information about a section and grant access to a section's Grade Book and/or Seating Chart.

See the Sections article to learn how this tool is used.

Scheduling & Courses > Courses > Course Sections

Related Tools:

- Section Information: Used to define all the details associated with a section, including how many students can be assigned to it, the room it's meeting in, and where on the schedule the section meets.
- Users need **at minimum** R rights to both **Course Section** and **Section Information** in order to be able to search for and select courses/course sections to work with.
- Rights to change **Grade Book** information should only be granted in special circumstances, for example if the teacher is unable to post grades or if changes need to be made after the grading window has closed.

Available Tool Rights

Grade Book Subrights are in *italics*. Related rights to Section Information and Section Staff History are needed in order view Section Information or Add Section.

▸ Click here to expand...

Course Sections	☐ All	☑ Read ☐ Write	☐ Add ☐ Delete
Section Information	☐ All	☑ Read ☑ Write	☐ Add ☐ Delete
Section Guest Grade Book	☐ All	☑ Read ☑ Write	☐ Add ☐ Delete
Grade Calc Options	☐ All	☑ Read ☑ Write	☐ Add ☐ Delete
Composite Grades	☐ All	☑ Read ☑ Write	☐ Add ☐ Delete
Categories	☐ All	☑ Read ☑ Write	☐ Add ☐ Delete
Section Staff History	☐ All	☑ Read ☐ Write	☐ Add ☐ Delete

Course Sections - Tool Rights and Related Tool Rights

R	W	A	D
Course Sections			
• View sections of a course • Use Edit button to view details of a course section (requires R rights to Section Information) • View seating chart for selected course section (if one exists)	N/A	• Add button can be used to create new sections. • Additional rights to related tools are needed. • At minimum, R rights to **Section Staff History** is required in order to Add a new Course Section. • See **Section Information (Related Tool Rights)**	N/A
Section Information (Related Tool Rights)			
View Section Information when selecting Edit from the Course Sections tool	Make and save changes to a section's information.	N/A	Delete a section

R	W	A	D
Section Staff History (Related Tool Rights)			
- Minimum level of access required in order to Add a new Course Section. - User also needs W rights to Section Information to save a new course section.			
Section Guest Grade Book			
Note: Rights assigned at Section Guest Grade Book level populate to subrights. Subrights may be deselected.			
- View Grade Book link in Course Sections tool. - Select and view a course section's Grade Book. - View Grade Calc Options in Grade Book - View Composite Grades - View existing Categories	- Change Grade Calc Options in Grade Book via Settings. - Change Composite Grades in Grade Calculation Options via Settings. - Add and edit categories via Settings.	Use **+Add** in the Grade Book to add a Folder, Resource, Assignment, Discussion, Quiz or Submission.	Delete items in the Grade Book.
Grade Calc Options			
View Grade Calc Options in Grade Book via Settings.	Change Grade Calc Options in Grade Book via Settings.	N/A	N/A
Composite Grades			

R	W	A	D
• View Composite Grades via Settings.	• Change Composite Grades in Grade Calculation Options via Settings.	N/A	N/A
Categories			
• View existing Categories via Settings.	• Add and edit categories via Settings.	N/A	Delete Categories

Suggested User Groups

- Counselors
- Front Office
- Principals

See User Groups and Suggested Roles for more information.