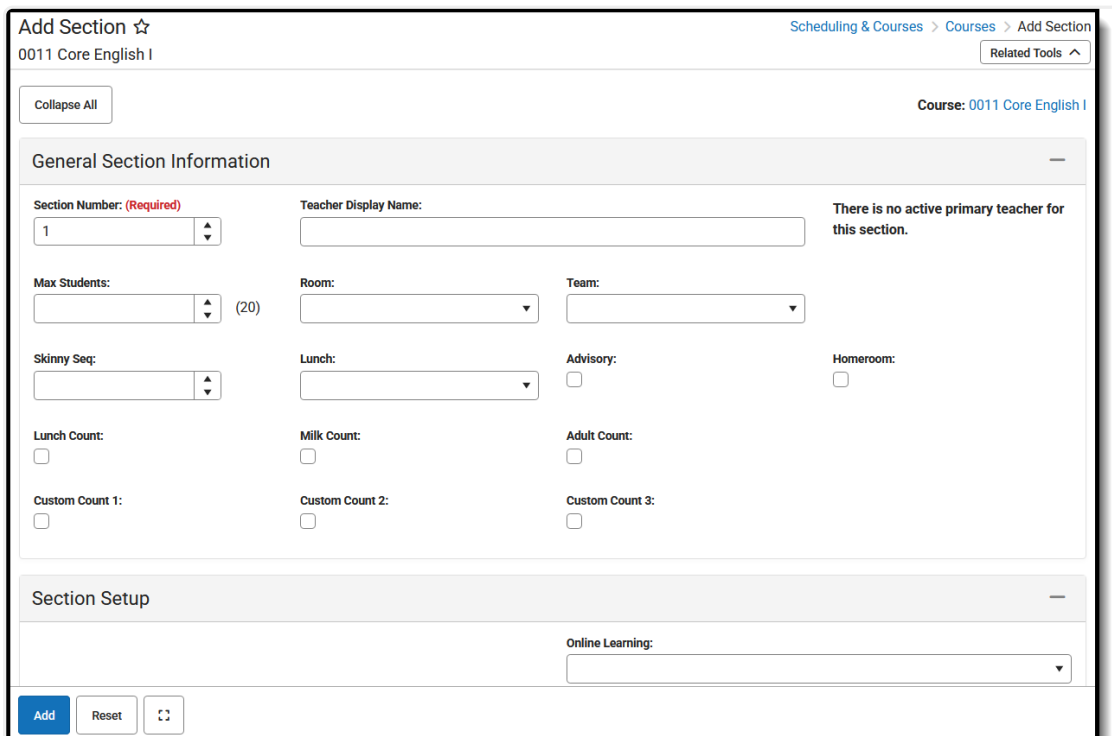


Add Section Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

The **Add Section** tool enables users to create new sections for a course and enter the required fields to save them. It contains the same fields as the Section Information tool, but also allows data entry for basic section information.

See the [Add Section](#) article for details on adding sections.



The screenshot shows the 'Add Section' tool interface for '0011 Core English I'. The interface includes a 'Collapse All' button and a 'Course: 0011 Core English I' label. The main section is titled 'General Section Information' and contains several fields: 'Section Number: (Required)' with a dropdown set to '1', 'Teacher Display Name' with a text input, and a message 'There is no active primary teacher for this section.' Below these are 'Max Students' (dropdown set to '(20)'), 'Room' (dropdown), and 'Team' (dropdown). Further down are 'Skinny Seq' (dropdown), 'Lunch' (dropdown), 'Advisory' (checkbox), and 'Homeroom' (checkbox). At the bottom of this section are 'Lunch Count', 'Milk Count', and 'Adult Count' (all checkboxes), and 'Custom Count 1', 'Custom Count 2', and 'Custom Count 3' (all checkboxes). The 'Section Setup' section below contains an 'Online Learning' dropdown. At the bottom are 'Add', 'Reset', and a refresh icon button.

Add Section Editor

At a minimum, **Read rights** are required for both **Course Information** and **Section Information** to search for, select courses, and select and view section information. **Read and Write rights** to Section Information are needed to edit section information.

See the [Section Information Tool Rights](#) and [Course Information Tool Rights](#) articles for additional information.

Available Tool Rights

R	W	A	D
<ul style="list-style-type: none"> View the Add Section tool. 	<ul style="list-style-type: none"> Add new section information. Reset button to remove entered values before saving. Save (Add) the new course record. 	N/A	N/A

Suggested User Groups

- [Counselors](#)
- [Front Office Staff](#)
- [Principals](#)
- [Registrars](#)
- [Schedulers](#)
- [Scheduling Board Users](#)

See [User Groups and Suggested Roles](#) for more information.
