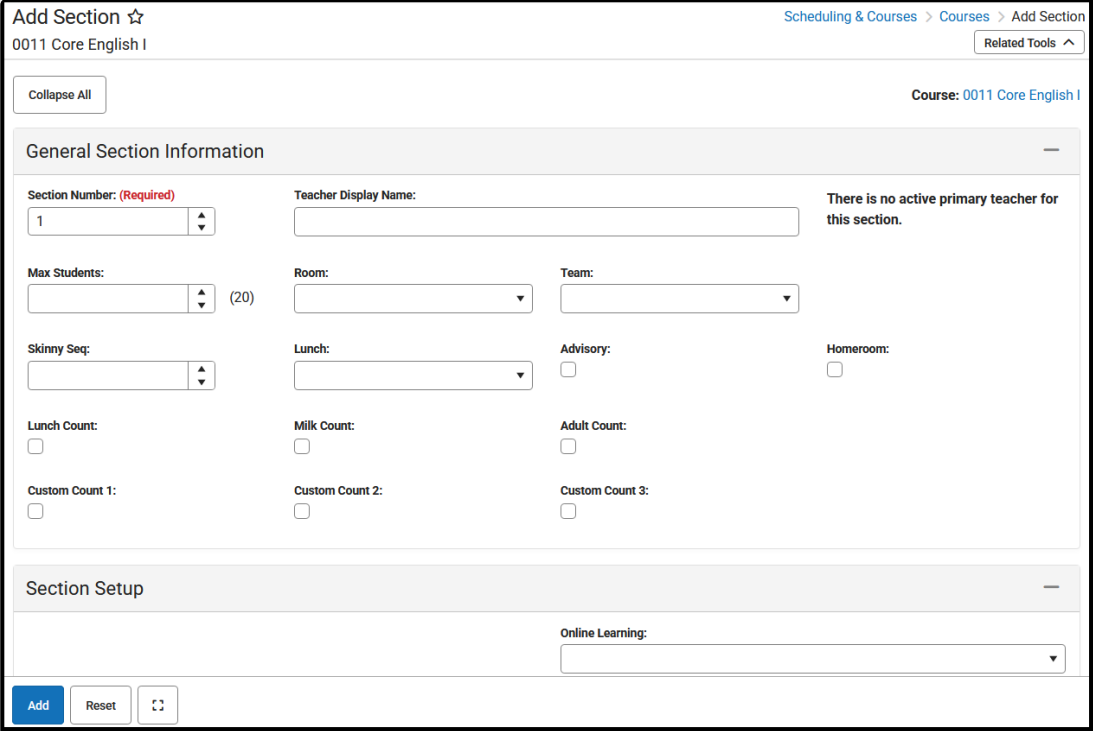


Add Section

Last Modified on 11/13/2025 10:52 am CST

Tool Search: Add Section

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.



Add Section ☆ Scheduling & Courses > Courses > Add Section
 0011 Core English I Related Tools ^

Collapse All Course: 0011 Core English I

General Section Information

Section Number: **(Required)** Teacher Display Name: There is no active primary teacher for this section.

Max Students: Room: Team:

Skinny Seq: Lunch: Advisory: Homeroom:

Lunch Count: Milk Count: Adult Count:

Custom Count 1: Custom Count 2: Custom Count 3:

Section Setup

Online Learning:

Add Reset ↻

Add Section Tool

To add a new section, users need at least **Read** rights to **Course Information** and **Section Information**.

For more information on necessary tool rights, refer to the [Add Section Tool Rights](#) and [Section Information Tool Rights](#) articles.

The Add Section tool 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 it's a virtual or in-person section, whether the standards for this section display on the Portal, if 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.

Add Section Tool - 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 of these sections.

Open or Close Add Section Cards

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

Add Section ☆ Scheduling & Courses > Courses > Add Section

0011 Core English I Related Tools ^

Course: 0011 Core English I

General Section Information —

Section Number: **(Required)** Teacher Display Name: There is no active primary teacher for this section.

Max Students: Room: Team:

Skinny Seq: Lunch: Advisory: Homeroom:

Lunch Count: Milk Count: Adult Count:

Custom Count 1: Custom Count 2: Custom Count 3:

Section Setup +

State Defined +

Add Section - Add, Reset, Full Screen

Add a Section

1. In the General Information card, enter the new Section Number. This is the only field that needs to be populated to save the new section. **The section number must be a unique number for the selected course.** For example, when a course already has two sections associated with it, adding a new section with a Section Number of 2 is not allowed. Use the next available sequential number.
2. Populate all other fields as needed, following district and school policy.
3. Click the **Add** button when finished. The new course is added to the list of available courses for the selected calendar.

Once a section is added, the screen reloads as the Section Information tool, where additional management can be performed, such as setting state and district fields.

Search

Type: Course/Section

Search: eng

2025-26 Robbinsdale Armstrong
1 - 20 of 46 results

0011 Core English I
3 Sections

1) Staff, Peter

2) Staff, Peter

3)

0012 Core English II
2 Sections

1700 English 9 I
16 Sections

Section Information ☆

Scheduling & Courses > Courses > Section Information

0011-3 Core English I Teacher: [] Online Learning: []

Hide Standards On Portal: External LMS Exclude:

Ed-Fi Term Descriptor Override:

State Defined

Instruction Method Override: [] Non-Primary Teaching Mode Override: [] Period Count Override: [] Period Minutes Override: []

Primary Teaching Mode Override: [] Site-Based Initiative/Impl Override: Select all that apply []

District Defined

Physical Room Size: []

Complete Section Information

Reset the Add Section Cards

Click the **Reset** button to remove any values entered in any of the fields on the Add Section tool. This clears out all fields in case of a misentry or an error. Re-enter the new Section information as needed.