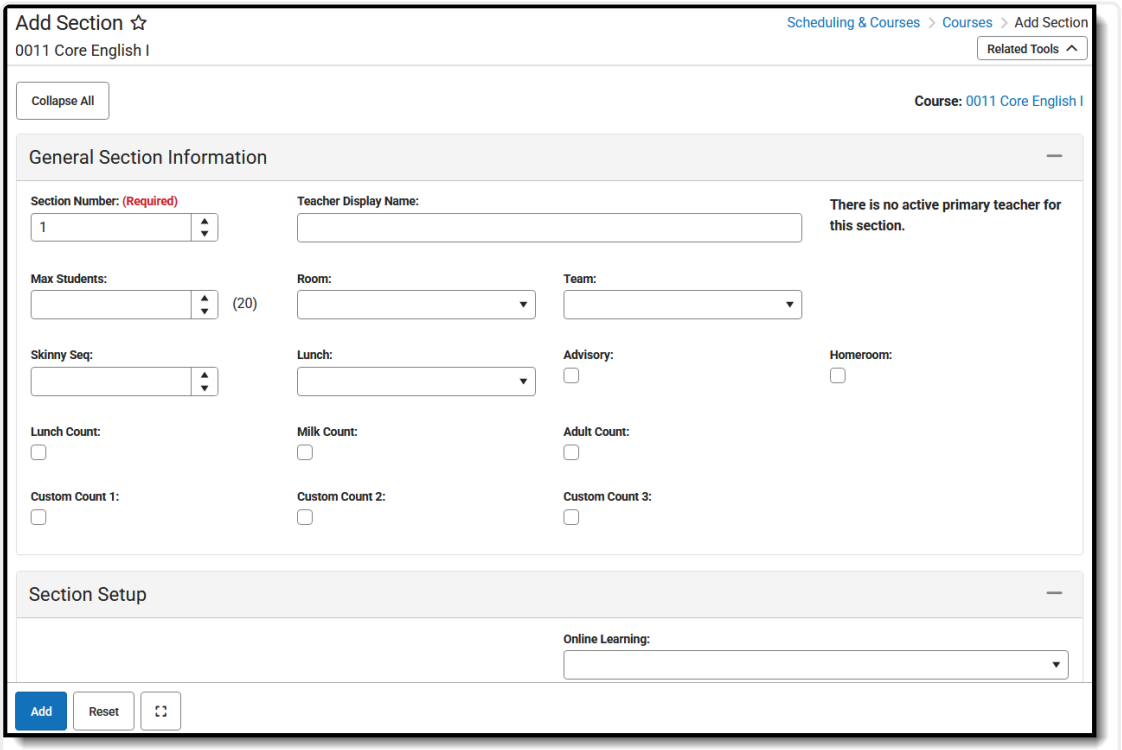
Add Section

Last Modified on 10/08/2026 2:45 pm CDT

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 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.

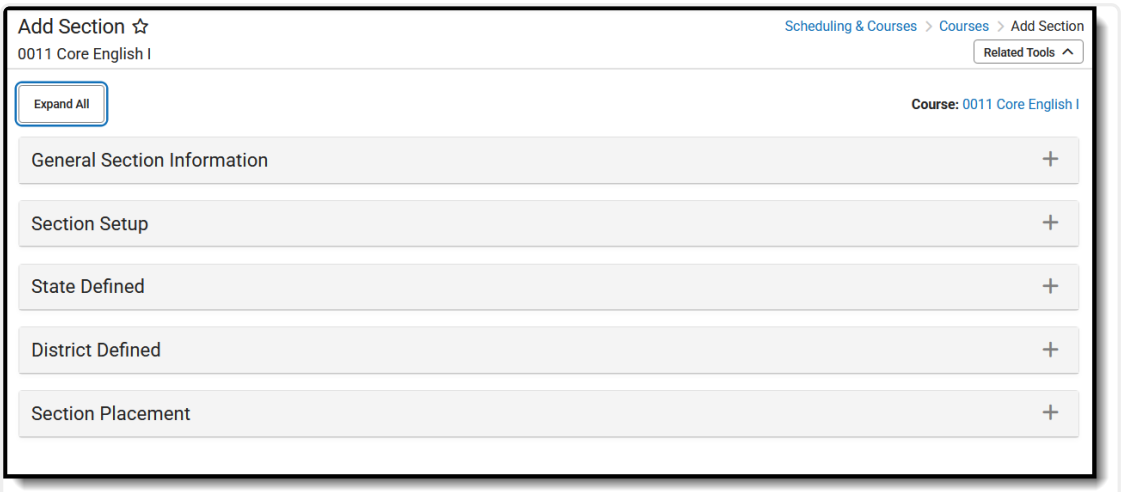
The Add Section tool is organized into the following sections:

- **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.

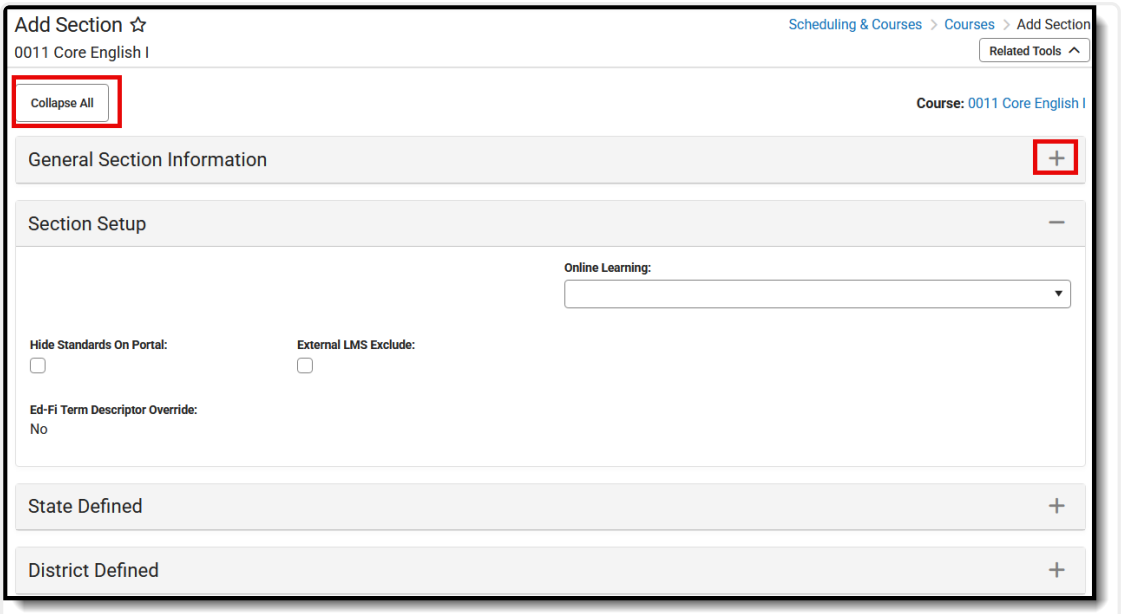
For State Edition users, all fields are read-only. Data syncs between District Edition and State Edition.

See the Section Information Field Descriptions for more details on the available fields.



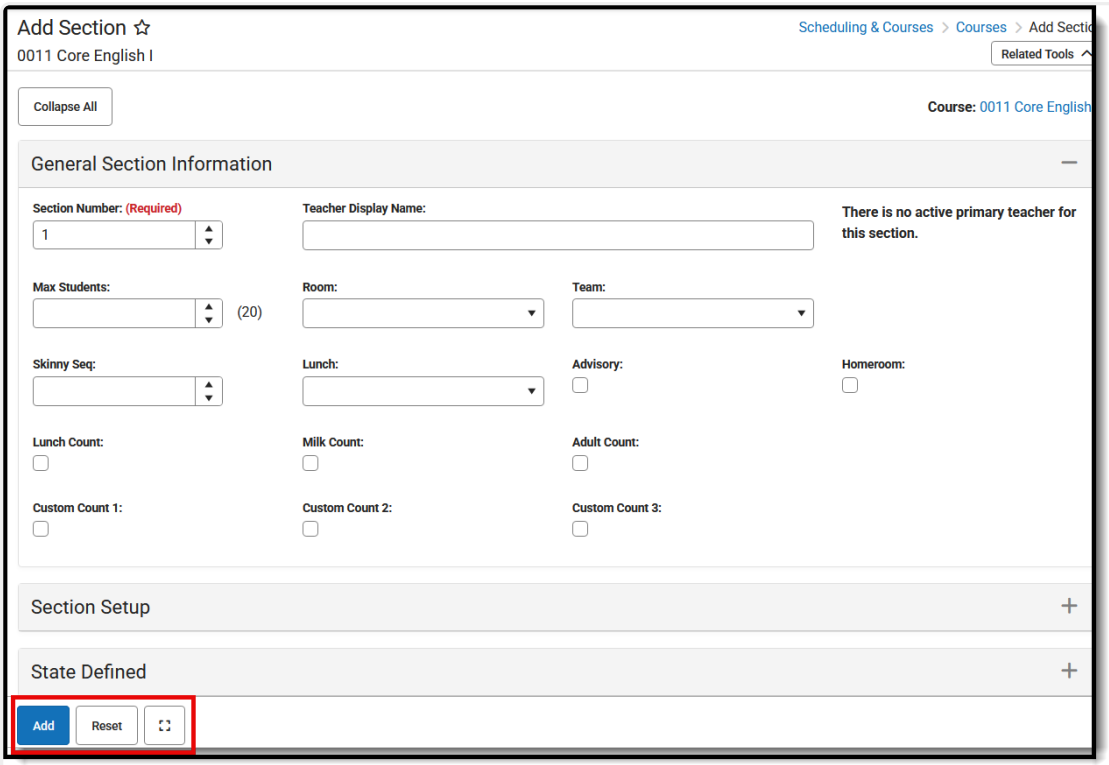
Add Section Tool - All Cards Collapsed

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.

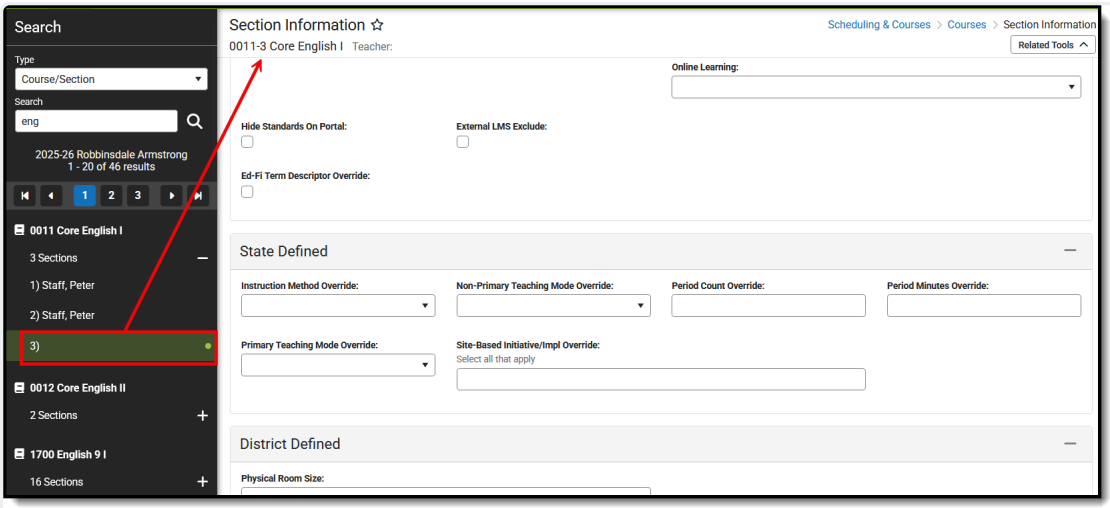


Add Section - Add, Reset, Full Screen

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.



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.