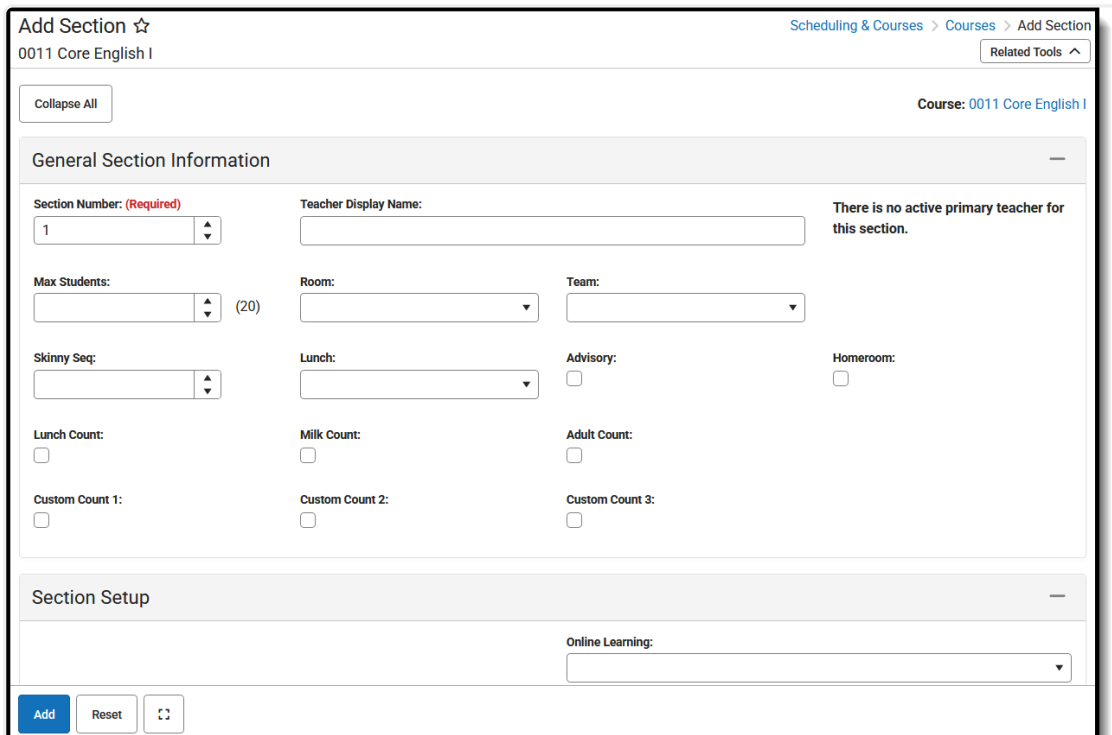


Add Section

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



The screenshot shows the 'Add Section' tool interface. At the top, there's a breadcrumb trail: 'Scheduling & Courses > Courses > Add Section'. Below this, the course is identified as '0011 Core English I'. A 'Collapse All' button is on the left, and a 'Related Tools' dropdown is on the right. The main section is titled 'General Section Information'. It contains several input fields: 'Section Number: (Required)' with a value of '1', 'Teacher Display Name' (empty), 'Max Students' with a value of '(20)', 'Room' (empty), 'Team' (empty), 'Skinny Seq' (empty), 'Lunch' (empty), 'Advisory' (checkbox), 'Homeroom' (checkbox), 'Lunch Count' (checkbox), 'Milk Count' (checkbox), 'Adult Count' (checkbox), 'Custom Count 1' (checkbox), 'Custom Count 2' (checkbox), and 'Custom Count 3' (checkbox). A message states 'There is no active primary teacher for this section.' Below the 'General Section Information' section is the 'Section Setup' section, which includes an 'Online Learning' dropdown menu. At the bottom, there are 'Add', 'Reset', and a refresh icon button.

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.

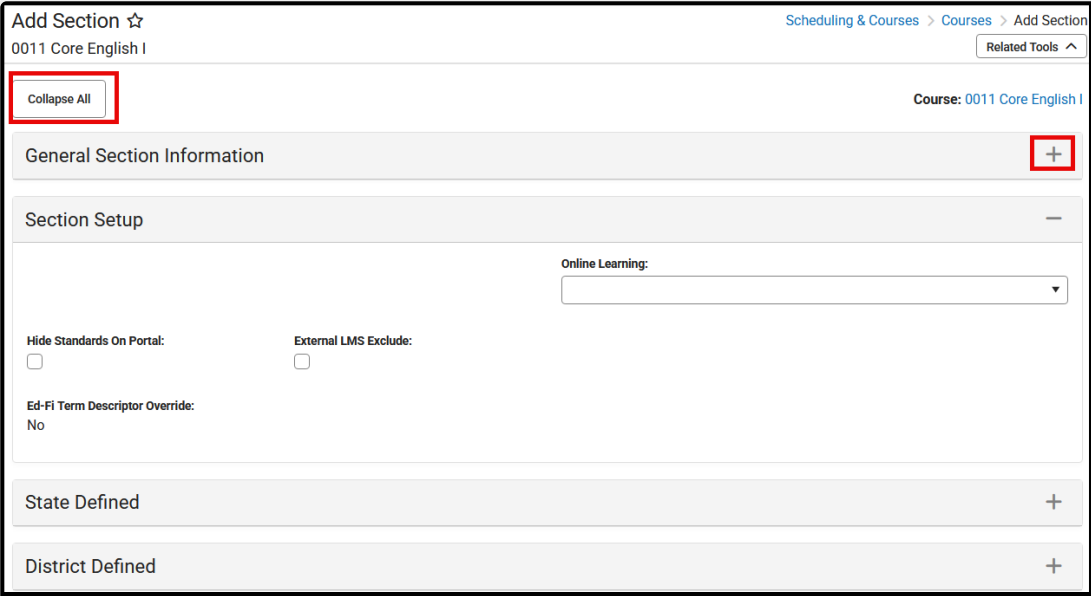
For State Edition users, all fields are read-only. Data syncs between District Edition and State Edition.

See the [Section Information Field Descriptions](#) for more details on the available fields.



The screenshot shows the 'Add Section' tool interface. At the top, there's a header with 'Add Section ☆' and a star icon, and a breadcrumb trail 'Scheduling & Courses > Courses > Add Section'. Below the header, the course name '0011 Core English I' is displayed. A button labeled 'Expand All' is highlighted with a blue box. To the right, the course name is repeated: 'Course: 0011 Core English I'. Below this, there are five expandable cards: 'General Section Information', 'Section Setup', 'State Defined', 'District Defined', and 'Section Placement'. Each card has a plus sign (+) on the right side. The caption below the screenshot reads '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.



The screenshot shows the 'Add Section' tool interface with the 'Section Setup' card expanded. The 'Collapse All' button is highlighted with a red box. The 'General Section Information' card has a plus sign (+) highlighted with a red box. The 'Section Setup' card is expanded, showing fields for 'Online Learning:' (a dropdown menu), 'Hide Standards On Portal:' (a checkbox), 'External LMS Exclude:' (a checkbox), and 'Ed-Fi Term Descriptor Override:' (a text field with 'No' entered). Below the expanded card, there are two more cards: 'State Defined' and 'District Defined', each with a plus sign (+) on the right side. The caption below the screenshot reads '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
Related Tools ^

0011 Core English I
Course: 0011 Core English I

Collapse All

General Section Information

Section Number: (Required)
1
Teacher Display Name:
There is no active primary teacher for this section.

Max Students:
(20)
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 Reset

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 ☆

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:

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.