

Getting started - Section Templates

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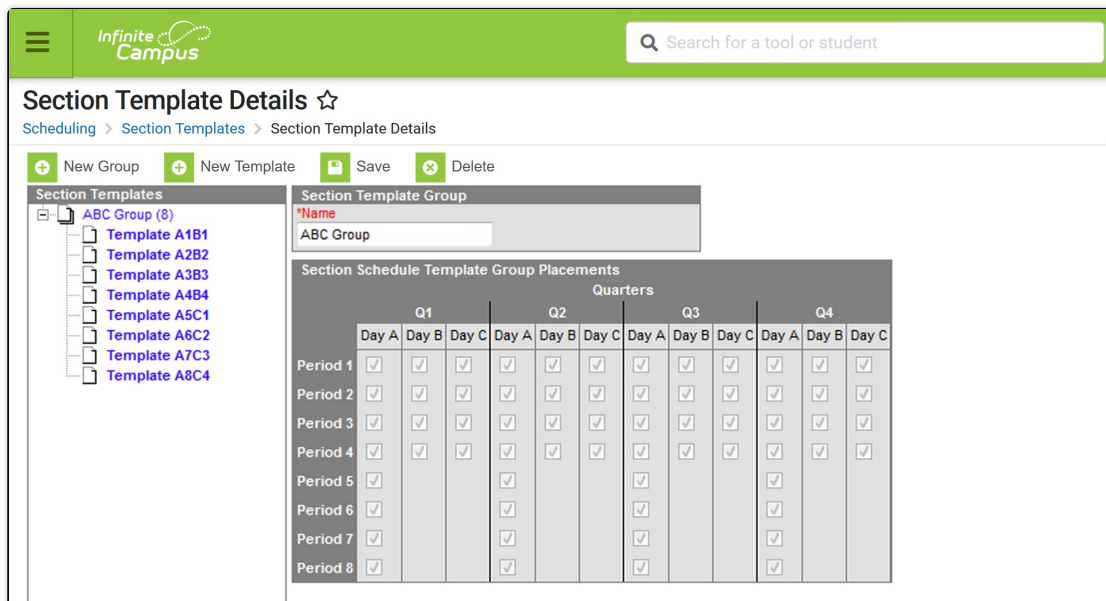
Tool Search: Section Template

Section Templates allow users to define the meeting pattern of a section (Period Schedule, Period and duration) for section placement in a calendar that has a complex schedule structure. Each meeting pattern is captured in a template. The set of all possible meeting patterns for a section are stored in template groups. Template groups are then assigned to courses and are used to place the course section in the correct location on the White Board when using the [Scheduling Board](#).

Using the Section Template tools is optional in the scheduling workflow. If your school calendar has a complex scheduling structure, but you would like to continue with the process you currently use for placing sections in the Scheduling Board or manually building schedules, you may do so.

The following tools are available:

- [Section Templates](#)
- [Generate Section Templates](#)
- [Mass Set Section Template Groups](#)



Section Template Details ☆

Scheduling > Section Templates > Section Template Details

+ New Group + New Template Save Delete

Section Templates

- ABC Group (8)
 - Template A1B1
 - Template A2B2
 - Template A3B3
 - Template A4B4
 - Template A5C1
 - Template A6C2
 - Template A7C3
 - Template A8C4

Section Template Group

*Name
ABC Group

Section Schedule Template Group Placements

	Q1			Q2			Q3			Q4		
	Day A	Day B	Day C	Day A	Day B	Day C	Day A	Day B	Day C	Day A	Day B	Day C
Period 1	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
Period 2	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
Period 3	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
Period 4	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒	☒
Period 5	☒			☒			☒			☒		
Period 6	☒			☒			☒			☒		
Period 7	☒			☒			☒			☒		
Period 8	☒			☒			☒			☒		

Section Templates allow the Scheduling Board to place course sections for non-standard schedules

Create Section Templates AFTER calendars and enrollments for the next school year have been rolled forward. See the [Checklist for Scheduling](#) for additional information. Once Section Templates are created in one calendar, they can be rolled forward to future calendars using the [Calendar Wizard](#).

When to create and use Section Templates

Not all calendar schedule structures require section templates. Use the following as a guideline when determining whether you should use Section Templates.

Calendar Structure	Use Section Templates?
• One period schedule for all terms • All periods meet every day • All courses are scheduled for one period • All students are scheduled for every period	Section Templates are not necessary.
• Two-period schedules that meet every other day (A/B Days). • Both period schedules have the same number of periods • All courses are scheduled for one period on the same day throughout the calendar (a course scheduled on Day A always meets on Day A).	Section Templates are not necessary.
• Three-period schedules that rotate throughout the week (A/B/C Days) • Courses meeting in periods 1-4 on Day A also meet in periods 1-4 on Day B; Courses meeting in periods 5-8 on Day A also meet in periods 1-4 on Day C.	Section Templates are recommended.
• Five-day (or more than five-day) schedule rotation • Courses rotate to different periods throughout the rotation (Courses in Period 1 Day A also meet in Period 2 Day B, Period 3 Day C, etc.).	Section Templates are recommended.
• Two-day schedule rotation (A/B Days) • Periods on A Days are 60 minutes • Periods on B Days are 120 minutes • Courses on Day A meet for 2 periods during the day; Courses on Day B meet for 1 period.	Section Templates are recommended.
• One-period schedule • Within that schedule, courses may meet for two periods for certain students and for one period for others.	Section Templates are recommended.