Duplicate a Section

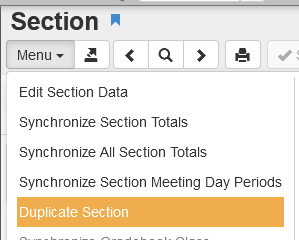
Go to the Section screen

Find the section you want to copy

Search by Staff or Course ID/Title

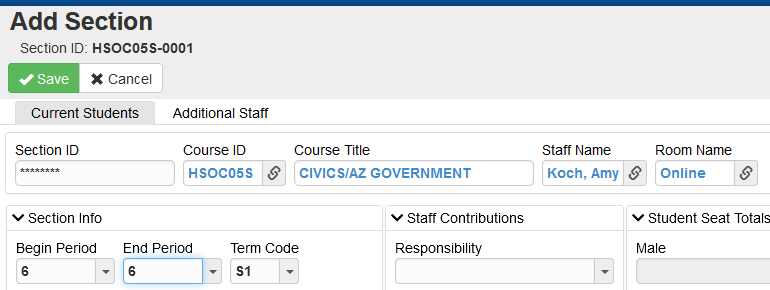
Graphical user interface, text, application, email

Description automatically generated



Go to Menu

Click on Duplicate Section



Update the Staff Name, Room Name, Begin/End Period, Term

Click Save

New section is now available

**\*\*NEVER change the Course ID or Course Title using this method of creating sections**