Create New Section

Go to the Section screen

Make sure you have a section on the screen (any section is fine – just not the blank yellow fields for searching)

Click Add

**If you do not see asterisks (\*\*\*\*\*\*\*\*\*\*) in the Section ID box STOP – close the window and make sure there is a section showing on the main Section screen**

* Click the link to choose your Course ID – the title will automatically populate (do not change the course title)
* Click the link and choose the Staff Name
* Click the link and choose the Room Name
* Click the link and choose the Linked Staff Name if applicable
* Select the Begin and End Period
* Select the Term Code

Update the Attendance Option and Grading Option fields as needed.

 Elementary School:

 Attendance sections – Include in Attendance & Exclude from Grading

 \*\*KG attendance is set to Include for both fields

 Subject sections – Exclude from Attendance & Include in Grading

 Middle and High School:

 All subject sections set to Include in Attendance & Grading

Enter Max number of students

Max number of Teacher Aides

Enter Credit

Elementary & Middle School – enter 0

High School – enter .5

Click Save