

## How to Create a New Class Section:

- **Section A:** Elementary, Jr. High, and High School course sections
- **Section B:** High School CTS course sections

### SECTION A:

1. Click “School”

The screenshot shows the PowerSchool SIS interface. At the top left is the PowerSchool SIS logo. At the top right, there is a user greeting 'Welcome, [Name]', 'Help', and 'Sign Out' links. Below this, there are fields for 'School:' and 'Term: 19-20 Year'. The main content area is titled 'Start Page' and includes tabs for 'Students', 'Staff', and 'Contacts'. There is a search bar with a magnifying glass icon and options for 'Advanced', 'Include Remote Enrollments', and 'View Field List'. Below the search bar is an alphabetical index (A-Z) and a row of filters (PK4, K, 1-10, M, F, All). A section titled 'Current Student Selection (0)' shows a message 'The current selection is empty.' and buttons for 'Select By Hand' and 'Mass Enroll'. A 'What's New' section at the bottom of the main area contains a link to read more about the latest feature release. On the left-hand navigation menu, the 'Setup' section is expanded, and the 'School' option is highlighted with a red box.

2. Scroll down to the bottom, and under Scheduling you will find “Sections”

The screenshot shows the 'Scheduling' menu in PowerSchool SIS. The menu items and their descriptions are as follows:

Item	Description
Constraints	Define scheduling constraints for students.
Course Groups	Define course groups for use with Graduation Sets.
Courses	Manage information about individual courses active in this school.
Days	Define day names for the current school year.
Departments	Define school specific departments.
Facilities	Define school specific facilities.
Graduation Sets	Sets up graduation requirements.
Next School	Create next school indicator popups for current school.
Periods	Define period names for the current school year.
Preferences	Define scheduling preferences, teams, houses, buildings, section types.
Regenerate Section Bitmaps	Rebuilds the bitmaps for all records in the section table.
Rooms	Define school specific rooms.
<b>Sections</b>	Create and manage unique sections by course.
Years & Terms	Define term names and abbreviations with term beginning and ending dates.

The 'Sections' option is highlighted with a red box.

Find the course name

- a. You can scroll down the entire list until you find the course OR you can Use “Ctrl F” & start typing the name of the class to search quickly
- b. Select the course (note: the course code appears over top of the full name)

The screenshot shows the PowerSchool SIS interface. At the top, there is a search bar with the text 'ELAEL' entered. Below the search bar, the 'Sections' page is displayed. On the left side, there is a navigation pane with a list of course names. The course 'ELAEL00 English Language Arts Elem' is highlighted in the list. The main content area shows instructions for using the navigation pane and a note that only authorized users may edit information about the section.

3. Create a new class section by clicking “New”

**ELA0006 English Language Arts 6**

The screenshot shows the PowerSchool SIS interface for creating a new class section. A table with columns for 'Exp', 'Sec #', 'Term', 'Teacher', 'Rm', 'Enrollment', 'Attendance', and 'Lock' is visible. A 'New' button is highlighted in the top right corner of the table. Below the table, there is a note: 'Make all students listed above the current selection'.

4. Fill in the following fields:
  - a. **Note:** I use the teacher's initials for section number.
    - i. If you have 2 sections of the same course running in Semester 1, I suggest using GEa and GEb
    - ii. If you have the same course being taught in both Semester 1 and 2, you can add the semester: GEas1 and GEbs2.

### Edit Section

Field	Value																																																																								
Course Name	English Language Arts 6 (Synchronized with PASI)																																																																								
Course Number	ELA0006 (Synchronized with PASI)																																																																								
Schedule	Expression: <table border="1"> <thead> <tr> <th></th> <th>A</th> <th>B</th> <th>C</th> <th>Thu</th> <th>E</th> </tr> </thead> <tbody> <tr> <td>P1</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>P2</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>P3</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>P4</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>P5</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>P6</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>P7</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>AM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>PM</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>P8</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>P11</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		A	B	C	Thu	E	P1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	P2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	AM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Dependent Sections (course.section, course.section, etc.)	<input type="text"/>																																																																								

Section A: How to Create a New Class Section

Keep scrolling down your page...

The screenshot shows a form for creating a new class section. Key fields and their annotations are as follows:

- Record Attendance:** Set to "Once for All Meetings". A red arrow points to this field with the text: "If you're a secondary course and you have a double block, you may wish to choose 'Once for all meetings'".
- Exclude From Attendance:** Checked. A red arrow points to this field with the text: "If you're an elementary class with a homeroom you can leave it checked and Exclude from Attendance".
- Exclude From Storing Final Grades:** Set to "Include". A red arrow points to this field with the text: "Elementary: choose elementary Jr. High: choose High School High School: choose High School".
- Grade Scale:** Set to "Elementary". A red arrow points to this dropdown menu with the same text as above.
- Buttons:** "Delete Section" and "Submit" buttons are highlighted with red boxes at the bottom right.

### Section A: How to Create a New Class Section

## How to Create a New Class Section:

### **SECTION B:** High School CTS course sections

1. You will create the  **Holding Bin**  by following the steps in Section A
  - CTSALL\_H3 (3 credit)
  - CTSALL\_H5 (5 credit)
2. You will create each  **CTS Module**  by following the steps in Section A, but make sure you check the box “EXCLUDE from Attendance”

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**Exclude From Attendance**



(Optional: Use only to exclude this section from counting towards ADM/ADA for students.)