

## Add **Course Sections** in PowerSchool SIS

A section is one occurrence of a course. Each course can have multiple sections that meet in different rooms, at different times, and are taught by different teachers.

To add a course section:

1. Click **School** (under Setup)
2. Click **Sections** (under Scheduling)
3. Select the course name (from options on the left)
4. Click **New** (top right corner)
5. In the **Schedule** section, select the period(s) and day(s) the class will meet
  - a. For self-contained classrooms, check all boxes for all days associated to the course subject
    - i. For example, a 1<sup>st</sup> grade Math course → MAT

Expression:

	M	T	W	Th	F
HR	<input type="checkbox"/>				
ELA	<input type="checkbox"/>				
PE	<input type="checkbox"/>				
MAT	<input checked="" type="checkbox"/>				
HIS	<input type="checkbox"/>				
SCI	<input type="checkbox"/>				
HEA	<input type="checkbox"/>				
SS	<input type="checkbox"/>				
MUS	<input type="checkbox"/>				
ART	<input type="checkbox"/>				
LAB	<input type="checkbox"/>				
COM	<input type="checkbox"/>				

- b. To see full titles of abbreviations above, please visit **Periods** page on previous screen under **Scheduling** (see below)

Name	Abbreviation
English Language Arts	ELA
Homeroom	HR
Physical Education	PE
Mathematics	MAT
History/Social Science	HIS
Science	SCI
Health/Life Skills	HEA
Social Skills	SS
Music and Movement	MUS
Art	ART
Computer Lab	LAB
Communication	COM

6. Select the **Term**
7. For **Teacher – Section Lead** click **Add**
8. Select a teacher from the **Staff** drop down menu, set the allocation, and enter the start and end dates
  - a. If there are two lead teachers assigned to the course, click **Add** again. Then, edit the start and end dates for the two teachers. Only one lead teacher can be active during a certain time frame.
9. (OPTIONAL) **Add** any additional staff as needed (TA, etc. Staff who assists with attendance and grading)
10. Make sure the **Gradebook Type** is set to “PowerTeacher Pro”
11. (OPTIONAL) Enter a **Room** name or number
12. Enter a **Section Number** (must be unique for each section at each school)
  - a. To have a section number automatically assigned, leave the field blank.
13. Enter a **Maximum Enrollment** (maximum number of students in that section)
14. (OPTIONAL) Enter **Dependent Sections** so that when a student is enrolled in the section, they will be enrolled automatically in any dependent sections—enter the section numbers separated by commas with no spaces
15. Select the preference to **Record Attendance**
  - a. For self-contained classrooms, choose “Once for All Meetings”
  - b. If different periods will be utilized, choose “Each Meeting Separately”
16. Select a **Grade Scale**
  - a. For 4-point grade scales, choose “4 Point Grade Scale”
  - b. For traditional (A-F) grade scales, choose “Default”
17. Use the default values for the remaining fields (e.g., leave the remaining fields as is)
18. Click **Submit**

To see your created section, from the main page:

- Click **School > Sections** > choose that same course, you’ll see your section
- OR
- Click **Teacher Schedules**, choose lead teacher’s name, you’ll see your section under *Current School*