

How to Add a New Course and a New Section

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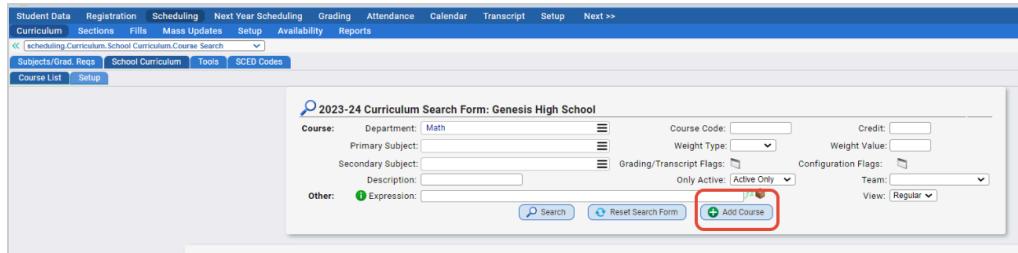
Current Year Scheduling

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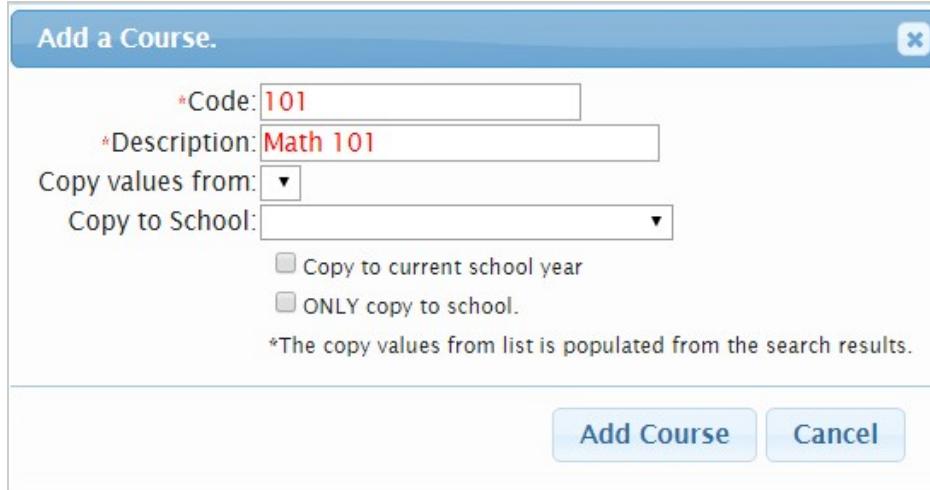
Add a New Course Code

To add a new course code for the current school year, go to the [Scheduling>Curriculum](#), and click "Add Course."



The screenshot shows the '2023-24 Curriculum Search Form' for Genesis High School. The 'Course' field is set to 'Math'. The 'Add Course' button at the bottom right is highlighted with a red box.

You will get a pop up.



The 'Add a Course' pop-up window contains the following fields:

- *Code:
- *Description:
- Copy values from:
- Copy to School:
- Copy to current school year
- ONLY copy to school.

 A note at the bottom states: *The copy values from list is populated from the search results.

You will need to, at a minimum, enter a course code and a course description. The course code cannot be modified after the fact, but the description can.

To populate info in the "Copy values from" dropdown, you will first need to **perform a search** on the [Scheduling>Curriculum](#) screen.

Those results will then appear in the "Copy values from" dropdowns, so you can copy info from an existing course.

Click "Add Course" when you are done, and you will be brought to the [Scheduling>Curriculum>Modify](#) screen.



Fill in all the relevant info that you need.

At a minimum, make sure the course is checked off to be "Active" if you are trying to add a new section to it.

Add a New Course Section to the Newly Created Course Code

After you have finished adding in a new course code, you may go to **Scheduling>Sections**.

On this screen, make sure you check off "Include courses with no sections" **before** searching for your new course code. That is the only way it will appear, and it is the most common issue districts have at this point.

Check off "Include courses with no sections" on **Scheduling>Sections**, click "Search," and then you should see the new course code in red.

You can then create new sections for the course code.