# The Course Section Search Screen

Modified on Tue, Dec 10, 2024 at 9:22 AM

---------------- **Fixed / Changed | 12/10/24**
\* Scheduling -> Sections -> Modify Section
- Subsections
- Replaced Teacher dropdown with a new "Replace Teacher" button
- Clicking the button opens a popup to select a new teacher and offers the option to add the previous teacher as a Historic Teacher
- Removed "Add Historic Teacher" button
- New "Add Subsection" button that will show the "Add Subsection" fields when clicked
- Historic Teachers
- Moved below subsections

## The Search / List Sections Screen

You can search/review/modify course sections via **Scheduling>Sections**.



## Search Criteria



| Search Option | Description / Notes |
| --- | --- |

| Course Code | Course Code for the Course. Defined when the course was created. See the entry for the Course on the **Scheduling > Curriculum > School Curriculum > Course List** screen. |
|---|---|
| Section | Section number. Allows you to look up specific sections of a course. |
| Credits | Number of credits the course is worth. Options for the search are: =, >, >=, <=, < followed by the number of credits.<br> Credits: `<=` `2.5` |
| Departments | List of academic departments. |
| Semester | List of Semester Codes. You can select any collection of Semester Codes. Only the ones being used by the school are shown (current year). In Next Year Scheduling, ALL semester codes are available in the search |
| Desc (Description) | Course Description. This is a text field. This is the "regular" Course Description appearing in the Course Description field on the Modify Course screen: **Scheduling > Curriculum > Modify Course** |
| Scheduling Description | Search for sections based on the **Scheduling Description** field on the section |
| Transcript Description | Search for a section with a specific **Transcript Description** set |
| Elementary HR | This identifies course sections tied to a specific Elementary Homeroom. This is exclusively used for elementary school scheduling. |
| Student ID | A student's ID. This will find all sections (that match other criteria) this student is currently scheduled in. |
| Configuration Flags | Allows you to search on specific 'flags' associated with the course in curriculum. For example, "AP Course" "Honors Course" etc. |
| Subject | Search sections of all courses that have this subject set as the **Primary Subject** (used in credit requirements for graduation) |
| Core Subject | Search sections of all courses that have this subject set as the **Core Subject** (used with standards-based report cards) |
| Team | Select sections linked to a specific scheduling Team. Teams are defined on the **Scheduling > Setup > Teams** screen. |
| Graded in | MP1, MP2, ME, S1, MP3, MP4, FE, FG, IR1, IR2, IR3, IR4 - One check will appear for each entry in the list of Grade Collections on the **Grading > Setup > Collections** screen. This is not a fixed set but will reflect how the school's grading system is configured. |
| Teacher | Search for sections taught by a specific teacher. **NOTE:** Only Active staff members or Inactive staff members scheduled into at least one class will appear in this list. |

| Historic Teacher | Search for sections with a specific teacher listed as the Historic Teacher. **NOTE:** Only Active staff members or Inactive staff members who were inactivated within the last two school years will appear in this list. |
|---|---|
| Periods | Search for sections meeting in specific periods.  More than one period can be searched for by using the select periods tool |
| Room | Search for sections meeting in a specific room.  Rooms are defined on the **Scheduling > Setup > Rooms** screens. |
| Room Groups | Search for sections meeting in any room in a selected group of rooms.  "Room Groups" care defined on the **Scheduling > Setup > Rooms > Groups** screen and rooms are placed in one or more Room Group via checkboxes on the **Scheduling > Setup > Rooms > Modify Room** screen |
| Seats | **Assigned** - number of students assigned to the section. **Beginning** - number of total overall seats assigned to the section. **Available** - number of seats remaining available (This equals the beginning seats minus assigned seats). **Override** - number of "override seats" allowed. |
| Course Status | Search for *courses* by course status:  Active, Inactive or "All", which is the default. |
| Include courses with no sections | This lists courses for which there are no sections.  You will be able to create new sections if desired. |
| Days | List schedule days the sections must meet.  This is a text field. It accepts a comma separated list of schedule days (ex: A,B,C,D) |
| Grades | This will be a list of checkboxes for the grade levels meeting in the school |
| Show Subsection Semesters | The **Sem** column will indicate each semester if the section does not meet full year. For example, a 3-quarter Phys. Ed. section would display as **Q1,Q2,Q3** instead of **FY** |
| Course Grading | All Courses, Only Graded Courses, or Only Non-Graded Courses |
| Indicate Matching Sections | Displays an icon next to all sections that meet at the same time and place as another section. Used to identify inclusion sections or incorrections. |
| Expression | You can enter an Expression Language expression that must result in a true or false value when applied to a Section.  Only Sections for which the Expression results in a value of *true* will be displayed. |

## The Results View Option

The list displayed on this screen has multiple formats.  This selects one of the available view formats:

**Scheduling** - This 'default' view is used most often for listing the sections with their scheduling information:

Results View: Scheduling

2 sections

| | | Sem | Course ↑ | Sec. | Course Desc. | Per | Room | Days | Team | Teacher (s) | Students | Credits | Pr | Beginning | Assigned | Avail. | Override | HR |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | | FY | 26105 | 1 | CONCERT CHOIR | 2 | F140 | ABCD | | Bando, Sal | 10 | 5.000 | 50 | 180 | 10 | 170 | 0 | |
| ☐ | | FY | 26105 | 2 | CONCERT CHOIR | 7 | F140 | ABCD | | Bando, Sal | 9 | 5.000 | 50 | 25 | 9 | 16 | 0 | |

Copy Selected Sections    Delete Selected Sections    Update

**Grading** - This view indicates in which "Grading Collections" is each section going to be graded. The checkboxes can also be updated from this view:

Results View: Grading

2 sections

| | | Sem | Course | Sec. | Course Desc. | Graded | ☐MP1 | ☐MP2 | ☐ME | ☐S1 | ☐MP3 | ☐MP4 | ☐FE | ☐FG | ☐IR1 | ☐IR2 | ☐IR3 | ☐IR4 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ☐ | | FY | 26105 | 1 | CONCERT CHOIR | ✔ | ☑ | ☑ | ☑ | ☐ | ☑ | ☑ | ☑ | ☑ | ☑ | ☑ | ☑ | ☑ |
| ☐ | | FY | 26105 | 2 | CONCERT CHOIR | | ☑ | ☑ | ☑ | ☐ | ☑ | ☑ | ☑ | ☑ | ☑ | ☑ | ☑ | ☑ |

Copy Selected Sections    Delete Selected Sections    Update

**Descriptions** - The Descriptions view lists the Team association, Schedule and Transcript fields.  The fields can also be directly updated from here:

Results View: Descriptions

2 sections

| | | Sem | Course | Sec. | Course Desc. | Team | Schedule Desc. | Transcript Desc. |
|---|---|---|---|---|---|---|---|---|
| ☐ | | FY | 26105 | 1 | CONCERT CHOIR | | CONCERT CHOIR | |
| ☐ | | FY | 26105 | 2 | CONCERT CHOIR | | CONCERT CHOIR | |

Copy Selected Sections    Delete Selected Sections    Update

**Rotation Groups** - The Rotation Groups view showing Rotation Group totals for each section:

Results View: Rotation Groups

2 sections

| Sem | Course | Sec. | Course Desc. | Per | Room | Total Students | Default Rotation Group |
|---|---|---|---|---|---|---|---|
| FY | 26105 | 1 | CONCERT CHOIR | 2 | F140 | 10 | 10 |
| FY | 26105 | 2 | CONCERT CHOIR | 7 | F140 | 9 | 9 |

Copy Selected Sections    Delete Selected Sections    Update