

## Courses: Sections

A **Section** is the execution of a specific Course based on a given Course Template. The Section is defined by the following basic settings:

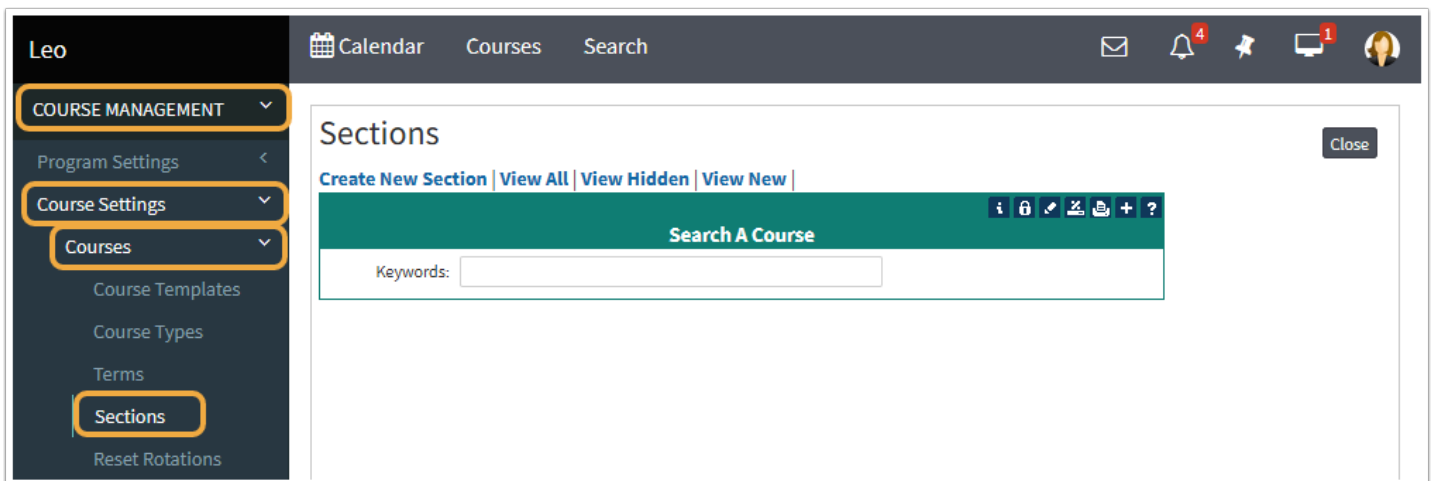
- The Course Template
- The Year
- Begin Date
- End Date

A Section contains lots of other data, but the above fields are what define it as a unique Section.



**Sections** are also commonly called a **Course** or **Rotation**

**Path: Admin Toolbar > Course Management > Course Settings > Courses > Sections**



Sections Menu options:

1. **Create New Section:** This will create a New Section. You must pick the Course Template, Year, Date Range and Campus.
2. **View All:** This will create a list of all Courses (Sections/Rotations)
3. **View Hidden:** This will generate a list of all Courses that have been marked as hidden. These Course are invisible to the rest of the System.
4. **View New:** This option will generate a list of all Courses created within a specified date range.
5. **Keyword Search:** Type a word or double-click to see a selection in alphabetical order.

Sections

[Create New Section](#) | [View All](#) | [View Hidden](#) | [View New](#)


Search A Course

Keywords:

 **TIP:** Hidden Courses are much like deleted Courses in that they are no longer visible to most Users.

The main purpose of Hidden Courses is to hide Courses imported via an external feed (i.e., the roster).

## Create New Section

 **NOTE:** If your system is getting a roster feed from your Registrar, then you will only need to use this option for Courses that are not officially part of the curriculum, or for Off-Cycle Sections.

This option lets you create a new Course of an existing Course Template by:

- Select a Year
- Select a Course Template
- **Create Section**

Search for a Section |

Create New Course Section

Year:

Select a Course Template:

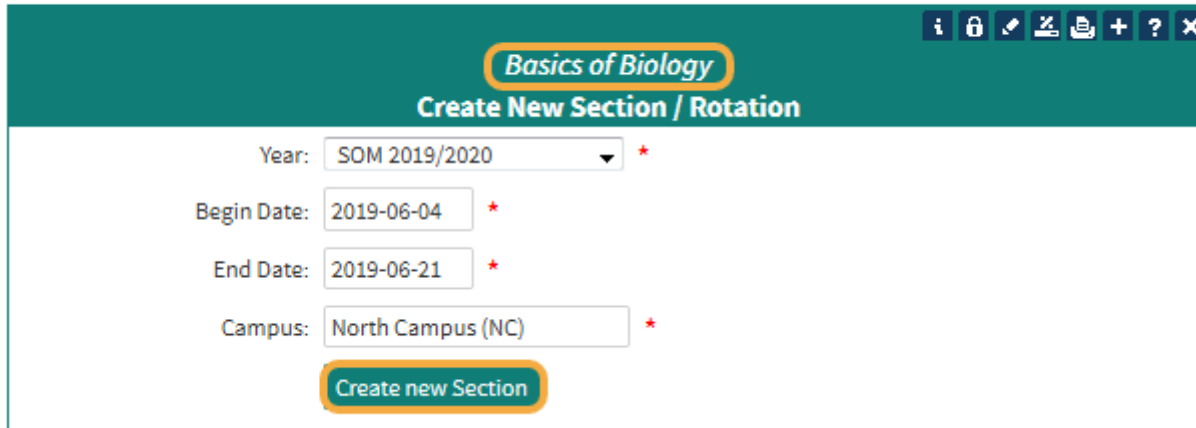
Create Section

A new Section/Rotation, along with its associated Groups, will be created.

- Select Year
- Assign a Begin and an End Date
- Assign a Campus

- **Create New Section**

## New Course



**Basics of Biology**

**Create New Section / Rotation**

Year:  \*

Begin Date:  \*

End Date:  \*

Campus:  \*

**Create new Section**

**NOTE:** You cannot create a new Section if there is already a Section **with these exact settings**.

## View All (Section Listing)

This report shows all Active Courses for a given Year and all Deleted and Hidden Courses are excluded.

Items in this report are sorted by:

1. School Year
2. Course Name
3. Course/section begin date

Sections | Course Listing for SOM 2020/2021

View Options

Return

Close

Viewing 1 to 7 of 7

Search:

RecID	Course Name	Acdm Yr	S/Y	From	Until	Events
14536	Cardiovascular System SOM 2020/2021 R1 - Main Campus (CARDIOMEDBC)	SOM 2020/2021	1	2020-07-01	2021-06-30	47
14540	Cardiovascular Medicine SOM 2020/2021 R1 - Main Campus (CARDIOMED)	SOM 2020/2021	1	2020-07-01	2020-12-31	53
14548	Medical Science 5 SOM 2020/2021 R1 - Virtual1 (MSC5)	SOM 2020/2021	2	2020-08-01	2021-05-28	241
14553	Medical Science 5 SOM 2020/2021 R1 - Main Campus (MSC5)	SOM 2020/2021	2	2020-06-01	2021-05-31	160
14554	Medical Science 5 SOM 2020/2021 R1 - East Campus (MSC5)	SOM 2020/2021	2	2020-06-01	2020-06-24	160

## View Hidden

Select the Year,

Sections | Hidden Course Rotation / Sections

Return

Close

Year: SOM 2020/2021

View Search

Viewing 1 to 1 of 1

Search:

Course Name	Deleted Flag	Begin Date	End Date
Medical Science 5 SOM 2020/2021 R1 - East Campus - HIDDEN!		2020-06-01	2020-06-24

Show

10

entries

Previous

1

Next

## View New

1. This option will generate a list of all Courses created for the specified date range
2. Or you can search by Recent Updates to view that list of Courses

Sections

2

Reset Close

Search | View All | View Hidden | Recent Updates |

Set Date Range for New Course List Report

From Date: 2019-06-04 \*

To Date: \*

1

Run Report

## Recent Updates

Click the Course Name link to be taken to the Section Screen.

Sections | New Courses created from 2019-10-01 to 2020-07-31

Return Close

View Options

Download Print Settings Help

Viewing 1 to 10 of 69

Search:

Program	Abbr	Course	R#	Begin Date	End Date	Add Date
MD2011	IMCL	<a href="#">Internal Medicine Clerkship SOM 2019/2020 R1 - East Campus</a>	1	2020-01-07	2020-02-01	2019-10-09
MD2011	IMCL	<a href="#">Internal Medicine Clerkship SOM 2019/2020 R1 - Main Campus</a>	1	2020-01-07	2020-02-01	2019-10-09
MD2011	IMCL	<a href="#">Internal Medicine Clerkship SOM 2019/2020 R1 - North Campus</a>	1	2020-01-07	2020-02-01	2019-10-09
MD2011	IMCL	<a href="#">Internal Medicine Clerkship SOM 2019/2020 R1 - Virtual Campus East</a>	1	2020-01-07	2020-02-01	2019-10-09
MD2011	IMCL	<a href="#">Internal Medicine Clerkship SOM 2019/2020 R1 - West Campus</a>	1	2020-02-04	2020-03-01	2019-10-09