



## Courses and Sections

1. Best practise is to go create a new section from School > Sections
2. Find the Course – NOTE use the Ctrl F on your keyboard to find
3. Click New
4. Choose the periods that the course will be taught \*\*
5. Input the **correct term** length for the course (the DEFAULT is whatever you have on the term at the top right so you may be in a TERM or a Quarter depending on your school) \*\*
6. Click Add to add a Lead teacher – if this a brand new course \*\*
7. Room Number – Not mandatory
8. Section Number (must be unique) \*\*
9. Grade Level – In Alberta if this is NOT a split class then you should be inputting the actual grade level for this course (a little harder for High School) If there are multiple grade levels in this course leave this blank and go the very bottom of the page and check the boxes of which grade levels. Example of a 4/5 split class

CSIS Multiple Grades  
Selection (If Required)

K  1  2  3  4  5  6  7  8  9  10  11  12


10. These are the USUAL fields to include – you can then click submit

There are extras in special cases

- a. if this is a course that you want to add dependent sections (usually Elementary)
- b. if this is a course that you take attendance in this is the default Once for All meetings. If you setup a homeroom that is AM and PM attendance then you will want to change this to be Each Meeting Separately.

Record Attendance  Once for All Meetings  Each Meeting Separately  
(only applicable if Record Attendance Using Attendance Mode includes Meeting)

- c. if this a high school course these are the defaults once you click enter



Alberta Information	
Diploma Course	
Career Technology Studies	
Funding/Delivery Schedule	REG - Regular
Primary Delivery Method	REG - Regular
Instruction Language	EN - English

If these are going to be different for this course you will need to manually change this. Example if this is for a Course Challenge > change the Primary Delivery method From REG **TO CHA**

Primary Delivery Method	CHA - Course Challenge
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