

Section – Roll Section

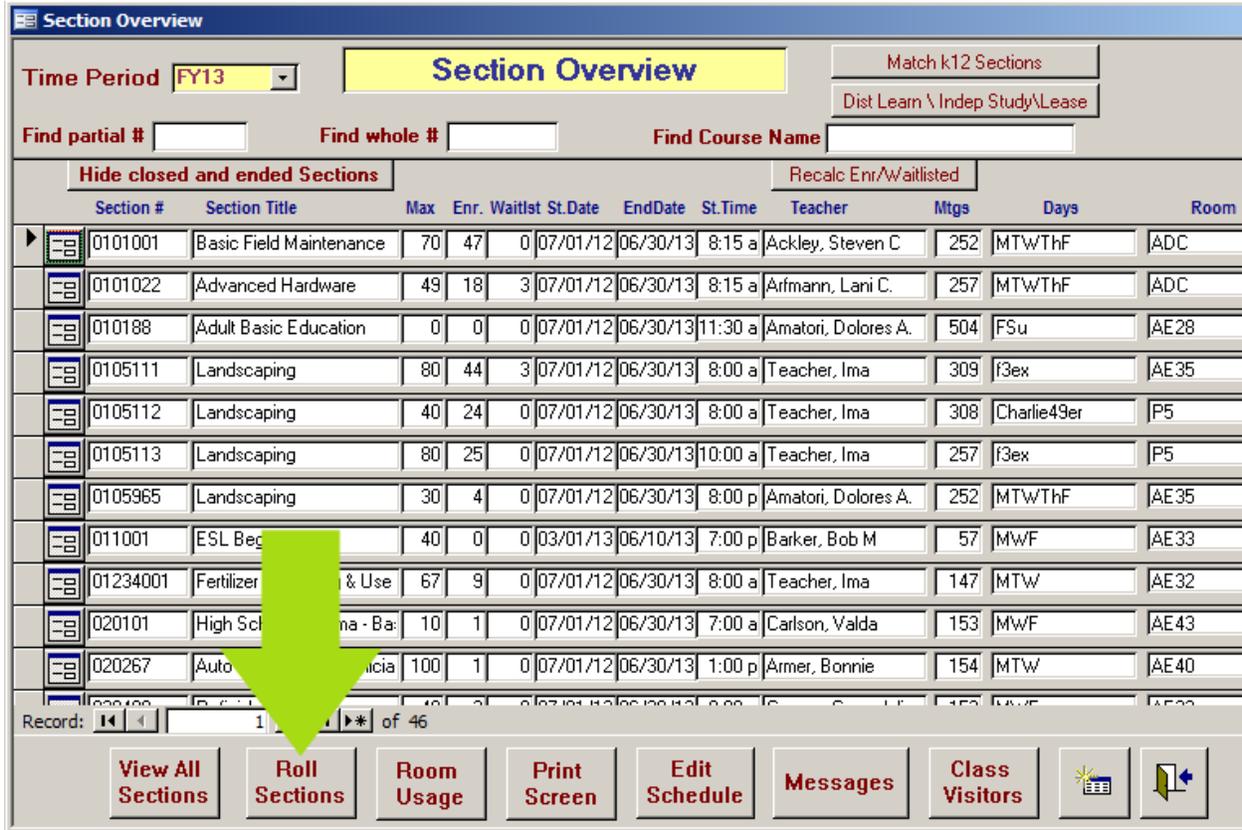
Video Links:

-Part 1: Set up Time Period <http://youtu.be/65cc3BJRxEs>

-Part 2: Set up Calendar <http://youtu.be/koH7st1Ta-k>

-Part 2: Roll sections <http://youtu.be/g3NbKu7YfDU>

At the bottom of the Section Overview screen is a “Roll Sections” button. This allows you to roll sections (with or without students) from one Time Period to another, or within the same Time Period.



Section Overview

Time Period: **FY13** Match k12 Sections

Dist Learn \ Indep Study \ Lease

Find partial # Find whole # Find Course Name

Hide closed and ended Sections Recalc Enr/Waitlisted

Section #	Section Title	Max	Enr.	Waitlist	St.Date	EndDate	St.Time	Teacher	Mtgs	Days	Room
0101001	Basic Field Maintenance	70	47	0	07/01/12	06/30/13	8:15 a	Ackley, Steven C	252	MTWThF	ADC
0101022	Advanced Hardware	49	18	3	07/01/12	06/30/13	8:15 a	Arfmann, Lani C.	257	MTWThF	ADC
010188	Adult Basic Education	0	0	0	07/01/12	06/30/13	11:30 a	Amatori, Dolores A.	504	FSu	AE28
0105111	Landscaping	80	44	3	07/01/12	06/30/13	8:00 a	Teacher, Ima	309	f3ex	AE35
0105112	Landscaping	40	24	0	07/01/12	06/30/13	8:00 a	Teacher, Ima	308	Charlie49er	P5
0105113	Landscaping	80	25	0	07/01/12	06/30/13	10:00 a	Teacher, Ima	257	f3ex	P5
0105965	Landscaping	30	4	0	07/01/12	06/30/13	8:00 p	Amatori, Dolores A.	252	MTWThF	AE35
011001	ESL Beg	40	0	0	03/01/13	06/10/13	7:00 p	Barker, Bob M	57	MWF	AE33
01234001	Fertilizer & Use	67	9	0	07/01/12	06/30/13	8:00 a	Teacher, Ima	147	MTW	AE32
020101	High Sch	10	1	0	07/01/12	06/30/13	7:00 a	Carlson, Valda	153	MWF	AE43
020267	Auto	100	1	0	07/01/12	06/30/13	1:00 p	Armer, Bonnie	154	MTW	AE40

Record: 1 of 46

Section – Roll Section

Rolling Sections from one Time Period to Another:

Roll Sections

Notes: * Special schedule can only be rolled if schedule name is selected in "Flexible/Special Schedule" field on Section Details screen.
 ** "Check" buttons will fill in horizontal or vertical columns. Remove checks by clicking again, or uncheck by clicking individual boxes..
 *** Sections from Courses marked 'OLD' will not show on this list.

Roll From Time Period FY12
 Roll To Time Period FY13
 Find Section No.

Goals
 Waitlisted
 Students
 Section

Course Fees (not section fees)
 *Spec.Schedule
 Schedule
 Skills from Course

OL Notes/Link
 Notes

Program	Section Title	Enr.	Teacher	New Days Pattern	New Spec. Schedule	Section in FY12	Done	New Sec#	Section St. Date	**	New Main Teacher
Adult Basic	Basic Field Mainte	42	Ackley, Ste	MTWThF	MTWT	0101001	<input checked="" type="checkbox"/>	0101001			
Adult Basic	Basic Field Mainte	20	Armann, L	MTWThF	MTWT	0101022	<input checked="" type="checkbox"/>	0101022			
Adult Basic	Grass Managemer	50	Teacher, Ir	MTF	f3ex	0105111	<input checked="" type="checkbox"/>	0105111			
Adult Basic	Landscaping	24	Teacher, Ir	MTF	Charlie	0105112	<input checked="" type="checkbox"/>	0105112			
Adult Basic	Landscaping	25	Teacher, Ir	MTWThF	f3ex	0105113	<input checked="" type="checkbox"/>	0105113			
Adult Basic	Landscaping	0	Amatori, Dc			0105965	<input checked="" type="checkbox"/>	0105965			
Adult Basic	Fertilizer - Handling	3	Teacher, Ir	MTW	MTW	01234001	<input checked="" type="checkbox"/>	01234001			
High School	High School Diplol	8	Cox, Carter	MWF	MWF	020101	<input checked="" type="checkbox"/>	020101			
High School	Auto Mechanic Te	5	Armer, Bon	MTW	MTW	020267	<input checked="" type="checkbox"/>	020267			

Program
Roll Picked

- Make sure you are in the Time Period into which you want to roll the sections. Click on the “Roll Sections” button.
- The “Roll to Time Period” field will display the Time Period into which you are rolling the sections. Click on the down-arrow in the “Roll From Time Period” field and select a Time Period.
- The screen displays various options for rolling sections:
 1. “Roll Students” will roll the section with the active and newly enrolled students;
 2. “Roll Sections” will roll empty sections. You can also choose to roll the same goals as the students had before.
 3. “Roll Schedule” will roll the exact schedule as you had before. If the class has a special schedule, first enter it in the “New Spec. Sched.” column, and then check the “Sched.by Spec.Sched.” box.
 4. The buttons at the top of each check-mark column allows you to select all sections for each option. After all selections have been made, click the “Roll Picked” button.
 5. All rolled sections will display a “Done” check-mark.

Note: If you’re rolling hundreds of sections, do them in smaller groups (about 50 or 60 at a time)

Section – Roll Section

Rolling Sections within the same Time Period:

Roll Forward Sections

Roll Sections

Notes: * Special schedule can only be rolled if schedule name is selected in "Flexible/Special Schedule" field on Section Details screen.
 ** "Check" buttons will fill in horizontal or vertical columns. Remove checks by clicking again, or uncheck by clicking individual boxes..
 *** Sections from Courses marked 'OLD' will not show on this list.

Roll From Time Period FY13
Roll To Time Period FY13
Find Section No.

Goals Course Fees (not section fees) OL Notes/Link
Waitlisted *Spec. Schedule
Students Schedule
Section Skills from Course Notes

Program	Section Title	Enr.	Teacher	New Days Pattern	New Spec. Schedule	Section in FY13	Done	New Sec#	Section St. Date	**	New Main Teacher
Adult Basic	Basic Field Mainte	47	Ackley, Ste	MTWThF	MTWT	0101001	<input checked="" type="checkbox"/>	0101001			
Adult Basic	Advanced Hardwa	18	Arfmann, L.	MTWThF	MTWT	0101022	<input checked="" type="checkbox"/>	0101022			
Adult Basic	Adult Basic Educa	0	Amatori, Dc	MTWThF	FSu	010188	<input checked="" type="checkbox"/>	010188			
Adult Basic	Landscaping	44	Teacher, Ir	MTF	f3ex	0105111	<input checked="" type="checkbox"/>	0105111			
Adult Basic	Landscaping	24	Teacher, Ir	MTF	Charlie	0105112	<input checked="" type="checkbox"/>	0105112			
Adult Basic	Landscaping	25	Teacher, Ir	MTWThF	f3ex	0105113	<input checked="" type="checkbox"/>	0105113			
Adult Basic	Landscaping	4	Amatori, Dc	MTWThF	MTWT	0105965	<input checked="" type="checkbox"/>	0105965			
Adult Basic	ESL Beginning	0	Barker, Bot	MTWTh	MwF	011001	<input checked="" type="checkbox"/>	011001			
Adult Basic	Fertilizer - Handling	9	Teacher, Ir	MTW	MTW	01234001	<input checked="" type="checkbox"/>	01234001			

Program
Roll Picked

- Follow the instructions above, choosing the same Time Period for the “Roll From” as the “Roll To”
- All the sections will have a “Done” check-mark.
- Changing the last one or two digits of the section number will remove this check-mark and you can click on Roll Section or Roll Stu’s.
- After you’ve rolled the section in this way, you can make any changes in the Section Details screen and schedule the section again.

Note: We recommend that you change only the last two digits of the section number, i.e., create a new section number for the same course. To create a section in another course or program, follow the instructions in “Manage Sections” above.