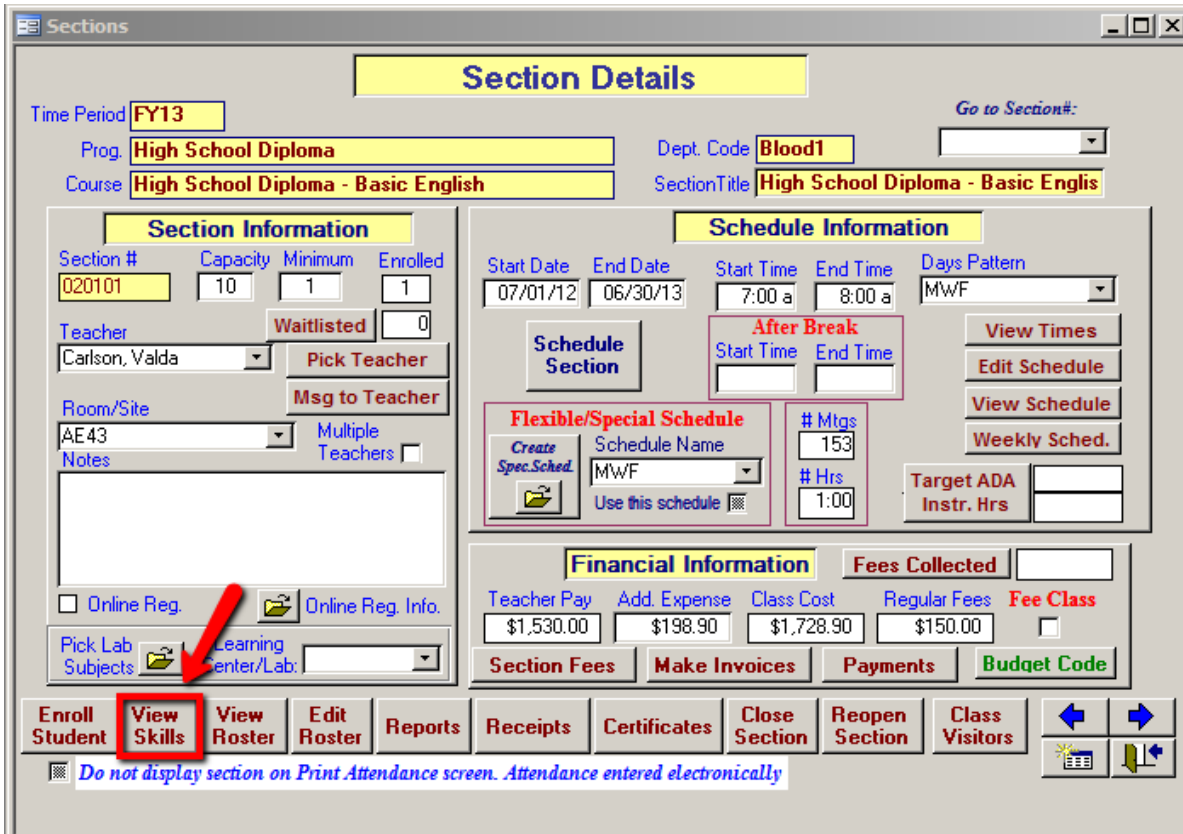


## Viewing Section Skills

- Go to the Section Details screen (Main Switchboard/ Sections/Manage Sections, get the section)
- Click on View Skills.



**Section Details**

Time Period: **FY13** Dept. Code: **Blood1** Go to Section#:

Prog: **High School Diploma** SectionTitle: **High School Diploma - Basic Englis**

Course: **High School Diploma - Basic English**

**Section Information**

Section #	Capacity	Minimum	Enrolled
020101	10	1	1

Teacher: Carlson, Valda Waitlisted: 0

Room/Site: AE43

**Schedule Information**

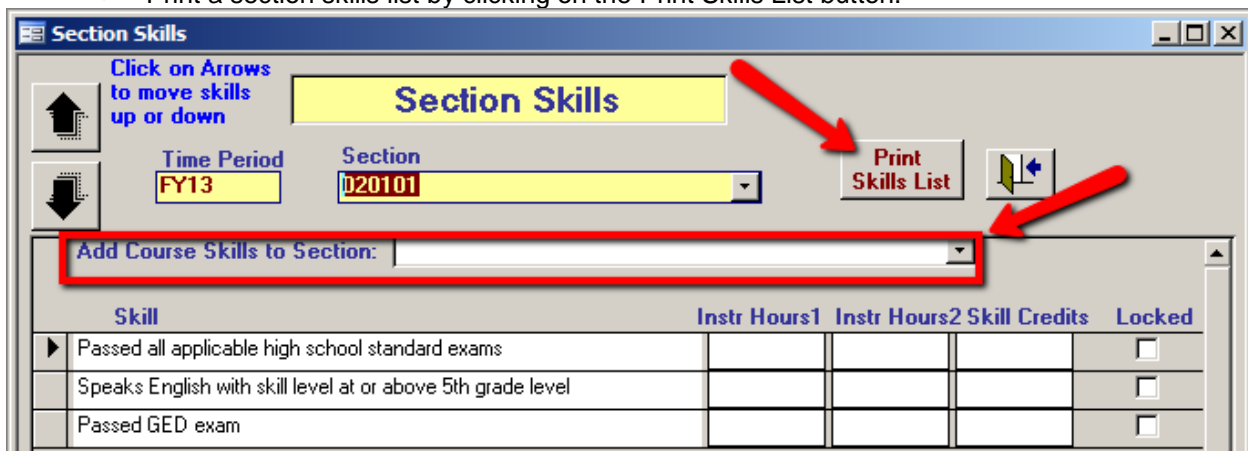
Start Date	End Date	Start Time	End Time	Days Pattern
07/01/12	06/30/13	7:00 a	8:00 a	MWF

**Financial Information**

Teacher Pay	Add. Expense	Class Cost	Regular Fees	Fee Class
\$1,530.00	\$198.90	\$1,728.90	\$150.00	

**View Skills** (highlighted with red arrow)

- The skills with a “Release” mark that were entered at the Course level will default to the section.
- To pull skills into the section “after the fact,” click on the down-arrow next to “Add Course Skills to Section” and select a skill or skills.
- Print a section skills list by clicking on the Print Skills List button.



**Section Skills**

Time Period: **FY13** Section: **020101**

**Print Skills List** (highlighted with red arrow)

**Add Course Skills to Section:**  (highlighted with red arrow)

Skill	Instr Hours1	Instr Hours2	Skill Credits	Locked
Passed all applicable high school standard exams				<input type="checkbox"/>
Speaks English with skill level at or above 5th grade level				<input type="checkbox"/>
Passed GED exam				<input type="checkbox"/>

Note: If no skills were entered for the course, the View Skills button will be grayed out.