

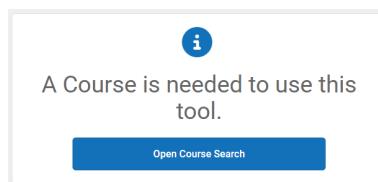
Add Summer School Course Sections

02/06/2026 6:48 am EST

Add Sections

Navigation: Scheduling & Courses > Courses > Course Sections

Select a Course: If a course is not selected, click Open Course Search tool to search by the course name or number. Search for the course using advanced searches or Ad Hoc Filters as needed. Select the course name to open the Course Sections tool. If a course was already selected, the Course Sections tool will open automatically.



- Click **Add a Section**.

Course Sections ☆

10212X0XR English I - Credit Recovery

	Section	Teacher	Room	Term	Schedule	Period	Seats Taken	Scheduling Group	Guest Access	Seating Charts
Edit	1			SS	Summer School	CRS	(0/30)		Grade Book	Seating Charts
Add a Section										

- Enter a **section number**.
- If the course is Homeroom, check the **Homeroom box**.
- If the max students field was not set on the course master, enter the max students for the section.
- Enter any other information in the General Section Information as needed.

Add Section ☆

Scheduling &

10212X0XR English I - Credit Recovery

[Collapse All](#)

Course: 10212X0XR English I - Credit Recovery

General Section Information

Section Number: **(Required)**

 ▲ ▼

Teacher Display Name:

There is no active primary teacher for this section.

Max Students:

 ▲ ▼

Room:

 ▼

Skinny Seq:

 ▲ ▼

Advisory:

Homeroom:

Lunch Count:

Milk Count:

Adult Count:

Custom Count 1:

Custom Count 2:

Custom Count 3:

- If the State Defined fields **Term Type Override**, **Post Secondary Institution**, **Instructional Provider**, and **Delivery Mode** were not set at the course master, set the fields in the section as necessary.
- Select **14: LOCS - Local Summer School** from the How Taken dropdown.

State Defined

Delivery Mode:

 ▼

How Taken:

 ▼

Instructional Provider:

 ▼

Post Secondary Institution:

 ▼

Term Type Override:

 ▼

- Select the correct **period** in the section schedule placement. If the course will be the instructional period for attendance purposes, ensure that the instructional period for attendance is selected.
- Click **Add** to add the new section.

Section Placement

Summer School	
<input type="checkbox"/>	SS <input type="checkbox"/>
Period ATT <input type="checkbox"/>	<input type="checkbox"/>
Period CRS <input type="checkbox"/>	<input checked="" type="checkbox"/>

[Cancel](#) [Save](#) [Print](#)

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