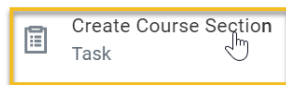# Create Course Section

Overview

This quick reference guide will cover how create and publish sections for courses.

Process

1. In the main **Search Bar** type **Create Course Section** and press **Enter**.

2. In the **Create Course Section** task, select the course which you would like to create the section for using the **Course** field.

   You can choose the course by navigating through subjects in this field, or by typing in the course name. (required field)

3. Enter the **Academic Period** (i.e., term). (required field)

4. The **Start Date** will default from the **Academic Period**. (required field)

5. Click **OK.**

6. The next screen is where you will begin to build your course section. You must fill in all required fields, which are identified on the screen by an asterisk.
   - The **Academic Unit** will default based on the course definition.
   - The **Section Number** will automatically populate.

NOTE: A course is not able to have multiple course sections in the same academic period with the same course section number.

Create Course Section

7. The **End Date** will default based on the **Academic Period**. (required field).

8. **Unit Type** is auto populated with the type defined within the course definition. This is a single select option. (required field)

9. **Minimum/Maximum Units** allow you to control credit amounts if they differ from one course section to another. This will auto populate if the course has default units already defined.

10.

11. **Delivery Mode** is auto populated with mode defined in course definition. If multiple options exist, then you must select a single mode for that section. (required field)

12. I**nstructor Roles**, select the role and instructor you will have assigned to course section. You have the capability to add multiple roles and instructors if needed.

NOTE: You may come back and add section component details later prior to publishing the course section.

13. **Instructional Format** is auto populated with format defined within course definition. If multiple options exist, for example, recitation, lab, and/or lecture, then you must select a single format for each section (required field).

Create Course Section

Course Section Tags

Learning Outcomes

Bookstore URL

Published Instructor Roles ✕ Instructor

Instructional Format * ✕ Lecture

Total Contact Hours for Course Section 0

Delivery Mode *

14. In the **Section Components** section, you can specify meeting pattern, location, and whether a location is even required.

Instructor Roles 0 items

	Role	Instructor
⊕		
	No Data	

Section Components 0 items

	Meeting Pattern	Location	Location Not Required
⊕			
	No Data		

Course Materials 0 items

	*Course Material	Required	Author	Edition	Publisher	Copyright Date	ISBN	Retail Price	Currency
⊕									
	No Data								

15. After completing all required/desired fields, click **OK**.

16. The next window will show you a detailed preview view of all inputs made when creating course section.

   Notice that the **Status is Preliminary**. This identifies that the course section is unpublished and cannot be viewed by students or faculty. You will need to follow the steps below in order to publish the course section at the appropriate time.

   To publish a course section after creating it, see the *Publish Course Section* quick reference guide.

   NOTE: You can edit a course section from the related actions menu of the course section, by selecting **Course Section Definition > Edit**.