



EDUCOSOFT USER GUIDES



Managing Sections

Section Management Overview

Section Management allows for more organized and customize course management within the Educosoft system.

1. **Creating Sections**—This feature allows the Campus coordinator to create new course sections, enabling the organization of students and materials by different class groups.
2. **Change Section Listing Order** - This option allows users to rearrange the order in which sections are listed, which can help improve the visibility and accessibility of frequently used sections.
3. **Assign Master Section** - This option enables the designation of a "Master Section," which can serve as a template or primary section that other sections may mirror or follow for consistency.
4. **Lock/Unlock Section Features**—This feature allows the Campus coordinator to lock or unlock specific section settings or features, giving them control over what functionalities are accessible to instructors or students within a section.

Create Section

The Educosoft Section Creation Feature allows Campus Coordinator and instructors to efficiently manage and organize course sections within the learning management system. Here's a detailed overview of how it works:

No.	Section Name	Meeting Time	Location	Registered Students	Guest Students	Instructor
1.	83221	M W 0930 1059	JWH 324	28	0	ANAYA ALMEIDA, EDWIN
2.	83223	M W 1230 1359	CIT 4	27	0	García, Manuel
3.	83225	T R 0800 0929	CIT 5	26	0	Rivera, Elba
4.	83226	T R 1400 1529	CIT 5	20	0	Varas, Milagros
5.	83333	INT	INT	46	0	García, Manuel
6.	86627	T R 1100 1229	CAGUAS 202	8	0	CALO BENITEZ, MAGALI
7.	Master	n/a		0	0	ANAYA ALMEIDA, EDWIN
8.						Almansa González, Emily

1. Section List:

- Displays a list of existing sections with details such as section number, meeting time, location, registered students, guest students, instructor, and actions that can be performed.

2. Filters and Settings:

- Term Type and Term: Filter selection of the term type (Standard, Developmental, LAB Term)
- Active/Inactive: Filters sections based on their status (active or inactive).
- Expired: Filters sections that are expired term.
- All: Displays all sections regardless of their Term status.
- Settings: Provides additional configuration options.

Adding a Section

1. Select Term Type, Term, and Course:
 - Choose the term type from the dropdown list and choose the course for which the section is to be created from the dropdown list.
2. Add Section(s):
 - Enter the number of Section you want to create in the "Add Section(s)" text box and click on the 'Go' button to create a new section.

Enter Section Details

1. Section Information:
 - Section Name: Name of the section.
 - Meeting Time: Scheduled time for the section.
 - Location: Classroom or venue where the section is held.
 - Instructor: Select the instructor from the dropdown list to assigned to the section.

Actions

1. Edit Section:
 - Click the pencil icon to edit section details such as meeting time, location, or instructor.
2. Delete Section:
 - Click the trash can icon to delete a section.
3. Import Master Section:
 - Click the import icon to import a master section, which can be useful for creating multiple sections with similar settings.

Additional Features

1. Master Section:

- Allows the creation of a master section that can be used as a template for other sections.

Section Listing Order Feature

The Section Listing Order feature allows Campus Coordinators to customize the order of course sections. This is useful for arranging sections in a preferred sequence, making it easier to organize or prioritize certain sections for display purposes.

The image shows two screenshots from a software interface. The top screenshot, titled 'Section List', displays a table of course sections with columns for No., Section Name, Meeting Time, Location, Registered Students, Guest Students, and Instructor. A red box highlights the 'Change Section Order' button in the top right corner. The bottom screenshot, titled 'Section List Order', shows a list of sections in a drag-and-drop format. A red arrow points from the 'Change Section Order' button in the top screenshot to the 'Section List Order' interface. In the 'Section List Order' interface, a mouse cursor is shown dragging the section '2 83225' to a new position in the list.

No.	Section Name	Meeting Time	Location	Registered Students	Guest Students	Instructor
1.	83221	M W 0930 1059	JWH 324	28	0	ANAYA ALMEIDA, EDWIN
2.	83223	M W 1230 1359	CIT 4	27	0	Garcia, Manuel
3.	83225	T R 0800 0929	CIT 5	26	0	Rivera, Elba

No.	Section Name
1	Master
2	83225
3	83221
4	83223
5	83333
6	83226
7	86627

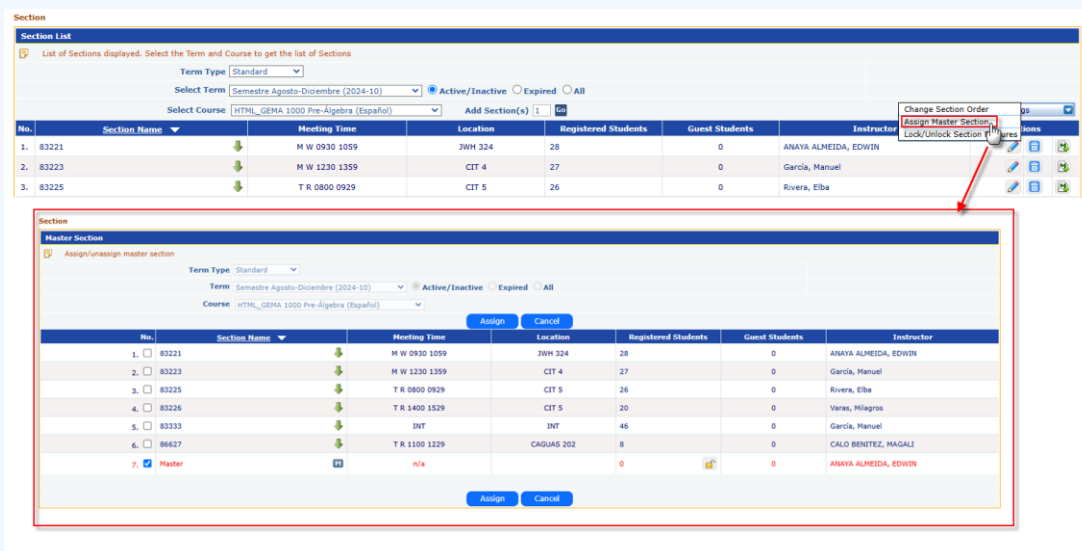
How It Works:

1. Access Section List Order:
 - Open the Section List Order interface where all course sections are displayed in a list format.
2. Drag and Drop:
 - Each section can be rearranged by dragging it up or down. Simply click and hold a section, then drag it to the desired position in the list.
3. Save or Cancel Changes:
 - After organizing the sections in the desired order, click Save to confirm the changes.
 - If you do not want to save the rearrangement, click Cancel to discard any modifications.

This feature provides flexibility in managing course structure by allowing sections to be displayed in a logical or customized order based on instructional needs or organizational preferences.

Assigning Master Section

The Master Section feature in Educusoft enables Campus Coordinators to set up a "Master" template section for a course. This Master section can be assigned to other sections, allowing consistent content, settings, and structure across multiple sections of the same course. This helps standardize the course setup, saving time and ensuring uniformity.



How to Assign a Master Section

- 1. Access the Master Section Interface:**
 - Navigate to the Master Section settings page, where all sections for a selected course and term are listed.
- 2. Assign Master Section:**
 - In the list of sections, check the box next to the desired sections that should follow the Master template.
- 3. Save or Cancel:**
 - After making your selections, click **Assign** to apply the Master Section settings to the chosen sections.
 - Alternatively, click **Cancel** if you don't wish to proceed with the assignment.

Key Points:

- **Consistent Setup:** Assigning a Master section ensures that selected sections inherit its structure, making it easier to manage multiple sections.
- **Flexibility:** You can choose which sections will follow the Master setup, allowing flexibility in course organization.

This feature is particularly useful for institutions that run multiple sections of the same course, ensuring a standardized learning experience for all students across sections.