

**Description:**

The Section Info tool provides a way for instructors to efficiently manage sections of a class. Section Info is designed to work with other tools, such as Announcements, Assignments, Calendar, Gradebook, and Resources.

**Key Concepts:**

- Add Section Info Tool**
- Override Automatic Section Management**
- Manually Create a New Section**
- Edit a Section**
- Delete a Section**
- Add Site Members to Sections**
- Add a Teaching Assistant**

**NOTE: If a site contains more than one roster and Section info is selected as a tool, TRACS will automatically manage each section and membership based upon the official course roster.**

**Add Section Info Tool:**

- Step 1:** Click [Site Info].
- Step 2:** Click [Edit Tools].
- Step 3:** Choose Section Info tool
- Step 4:** Click [Continue] and then click [Finish].

**Override Automatic Section Management:**

- Step 1:** In the menu bar, click [Section Info].
- Step 2:** Click [Options].
- Step 3:** Select the radio button “Manually manage sections and membership (discontinues section and membership updates from the registration system)”.

**NOTE: This will override and stop all automatic membership updates from the Registrar’s Office.**

- Step 4:** Click [Update].

## Manually Create a New Section:

- Step 1:** Click [\[Add Sections\]](#).
- Step 2:** From the drop-down menu, select the number of sections you wish to add and the category type in which the section(s) will be placed. You may add up to 10 sections at one time; however, all these sections must be in the same category. To add different sections in different categories, add them one at a time.
- Step 3:** In the field next to “Name” give your section a name. If you don’t enter a title, the name of the category plus a number will become the default title (e.g., Lab1, Lecture2, Studio3).
- Step 4:** **(Optional)** Select the appropriate radio button option determining section size.
- Step 5:** **(Optional)** Next to “Meeting Details” select which days of the week this section meets.
- Step 6:** In the “Start Time” field, you may enter the time the section meets. Enter the time and minutes, for example, 8:00. Check next to AM or PM to indicate time of day.
- Step 7:** In the “End Time” field, enter the time the section meeting ends. Use the same format as for Start Time.
- Step 8:** In the text box after the word “in” enter a location or room number where the section meets.
- Step 9:** If you have chosen to add more than one section at a time, enter information for the other sections.
- Step 10:** When you are finished, click [\[Add Sections\]](#). If you change your mind and do not wish to add the section(s), click [\[Cancel\]](#).

## Edit a Section:

- Step 1:** In the menu bar of the relevant worksite, click [\[Section Info\]](#).
- Step 2:** If you aren’t on the Overview page, click [\[Overview\]](#).
- Step 3:** Under the section you wish to edit, click [\[Edit\]](#).
- Step 4:** You will be able to modify any of the fields you first entered when you created the section. When you have finished with your revisions, click [\[Update\]](#) to accept these changes, or [\[Cancel\]](#) to cancel them.

## Delete a Section:

- Step 1:** In the menu bar of the relevant worksite, click [\[Section Info\]](#).
- Step 2:** If you aren’t on the Overview page, click [\[Overview\]](#).
- Step 3:** In the row of the section(s) you wish to remove, check the box(es) under Remove.

# Section Info

**Step 4:** Click [Remove Sections] to remove the section(s). Click [Cancel] to cancel.

**Step 5:** On the confirmation page click [Remove] to remove the section(s) or [Cancel].

## Add Site Members to Sections:

**Step 1:** In the relevant course or project site, click [Section Info].

**Step 2:** Under the section in which you wish to add participants, click [Assign Students].

**Step 3:** From the list of worksite members, select those you wish to add, and click the right arrow to move them to the box on the right.

**Step 4:** When you are finished, click [Assign students]. To cancel, click [Cancel].

## Add a Teaching Assistant:

**NOTE:** You must have the TA(s) already added to the course and assigned the role of TA. For more information on adding participants to a site, see the document called "Site Info".

**Step 1:** Click [Assign TAs] underneath the section you want to assign a TA to.

**Step 2:** From the list of site participants, find the TA you would like to assign. Click their name and then click the arrow underneath "Move Selected" to move that person to the Teaching Assistants column.

**Step 3:** From the list of site participants, find the member you would like to assign the role of teaching assistant.

**Step 4:** When you are finished, click [Assign TAs].

When sections are created you can also view your gradebook by section, have different assignments for sections, have different resources for sections, as well as different calendar entries for sections.

For questions, contact ETC Support at 245.5566. You can also email us at [tracs@txstate.edu](mailto:tracs@txstate.edu).

For the TRACS website home page, go to <http://tracs.txstate.edu/portal/login>.

If your login fails and you need help with your Net ID or password, contact ITAC at 245.4822.