

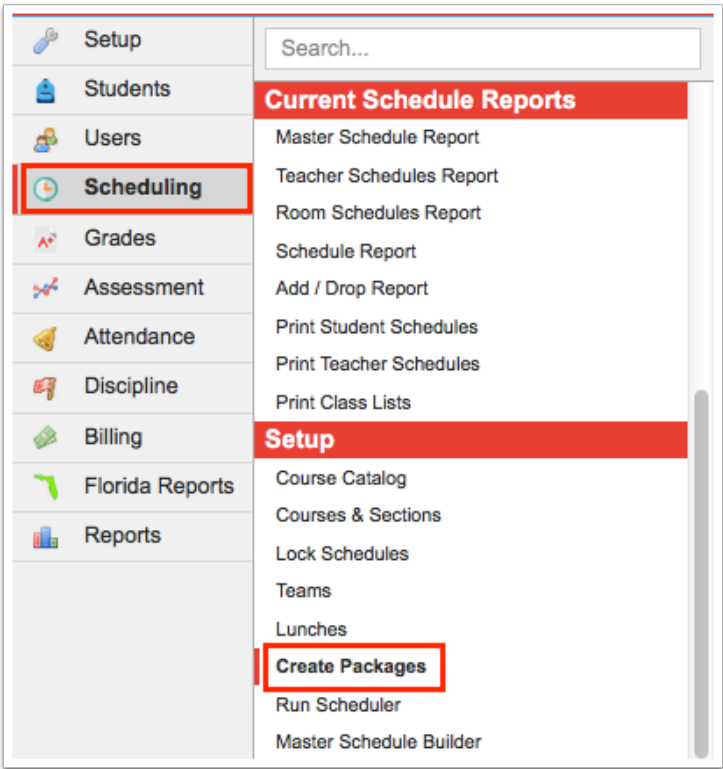
Create Packages

Sections are packaged for the purpose of linking the sections together for scheduling. This is most often used in elementary scheduling when sections for language arts, math, science, art, music, etc. are packaged together with the homeroom section as the parent section. When scheduling students, students scheduled into the parent section will automatically be scheduled into the linked child sections.

💡 Sections can also be packaged together in the [Teacher Schedules Report](#) or on the [Courses & Sections](#) screen.

Packaging Sections in Create Packages

1. In the **Scheduling** menu, click **Create Packages**.



2. Select the **Parent/Homeroom Section**.

- 💡 Type the course name, number, teacher name, period, or section number in the Filter field at the top of the pull-down to filter the sections in the pull-down.

Parent/Homeroom Section:

ACCESS LANG ART - 1 (77100121) - Period 3 - 901 - Ruben Danielle Montoya (901) ▼

first

FIRST GRADE (5100070) - Period 1 - 0721 - Jerry M. Fields (0721)
FIRST GRADE (5100070) - Period 1 - 901 - Abancuy Lee Fox (901)
FIRST GRADE (5100070) - Period 1 - 907 - Omero D Burns (907)
FIRST GRADE (5100070) - Period 1 - 100 - Delta D. Adomo (100)
FIRST GRADE (5100070) - Period 1 - 101 - Ademaro A Wyatt (101)
FIRST GRADE (5100070) - Period 1 - 429 - Prudencio Woods (429)
FIRST GRADE (5100070) - Period 1 - 903 - Ruben Danielle Montoya (903)
FIFTH GRADE (5100110) - Period 1 - 907 - Christine M. Shanle (907)
FIFTH GRADE (5100110) - Period 1 - 3 - 905 - Margo Ellis (905)
FIFTH GRADE (5100110) - Period 1 - 3 - 901 - Celina Perez (901)

If any child sections are already linked to the parent/homeroom section, the sections are selected in the Child Sections pull-down and are also displayed in a list beneath the Child Sections pull-down.

Parent/Homeroom Section:

FIRST GRADE (5100070) - Period 1 - 0721 - Jerry M. Fields (0721) ▼

Children Sections:

ART - GRADE 1 (50010201) - Period 9 - M - 072 - Debra D Garay (072), FNC BAS SKLS READ... ▼

ART - GRADE 1 (50010201) - Period 9 - M - 072 - Debra D Garay (072)
FNC BAS SKLS READ E (5010020C1) - Period 2 - 003 - Jacqueline M. Davila (003)
HEALTH - GRADE 1 (5008030) - Period 8 - 0721 - Jerry M. Fields (0721)
LANG ARTS GRADE 1 (50100421) - Period 3 - 0721 - Jerry M. Fields (0721)
MATH GRADE ONE (5012030) - Period 5 - 0721 - Jerry M. Fields (0721)
MUSIC - GRADE 1 (50130701) - Period 10 - T - 0721 - Jeffery Samaniego (0721)
PHYSICAL EDUCATION 1 (5015030) - Period 11 - HF - 0721 - Michael Nichole Huerta (0721)
SCIENCE GRADE ONE (5020020) - Period 6 - 0721 - Jerry M. Fields (0721)
SOC STUDIES 1 (5021030) - Period 7 - 0721 - Jerry M. Fields (0721)

3. To link sections to the parent/homeroom section, select the **Children Sections**. One or multiple child sections can be selected.

Parent/Homeroom Section:

FIRST GRADE (5100070) - Period 10 - 717A - Sandra D. Guerrero (717A)

Children Sections:

SOC STUDIES 1 (50210301) - Period 6 - 717A - Sandra D. Guerrero (717A), SPANISH E (5007020...

717A

[Check all visible](#) [Clear selected](#)

- ☒ SOC STUDIES 1 (50210301) - Period 6 - **717A** - Sandra D. Guerrero (717A)
- ☒ SPANISH E (50070201) - Period 21 - W - **717A** - Itsaso Swart Rockwell (717A)
- ☒ MATH GRADE ONE (50120301) - Period 5 - **717A** - Sandra D. Guerrero (717A)
- ☐ HEALTH - GRADE 1 (50080301) - Period 1 - **717A** - Sandra D. Guerrero (717A)
- ☐ SCIENCE GRADE ONE (5020020) - Period 2 - **717A** - Sandra D. Guerrero (717A)
- ☐ LANG ARTS GRADE 1 (50100421) - Period 7 - **717A** - Sandra D. Guerrero (717A)
- ☐ ART - GRADE 1 (50010201) - Period 4 - F - **717A** - Alice C Olivera (717A)
- ☐ MUSIC - GRADE 1 (50130701) - Period 3 - H - **717A** - Judith Augustine Caballero (717A)
- ☐ ACCESS SOC ST - 1 (77210121) - Period 6 - 3 - **717A** - Amy Wardlow (717A)
- ☐ ACCESS SCI GRADE 1 (77200201) - Period 2 - 3 - **717A** - Amy Wardlow (717A)

The selected sections are displayed in a list beneath the Children Sections pull-down for easier viewing.

Parent/Homeroom Section:

FIRST GRADE (5100070) - Period 10 - 717A - Sandra D. Guerrero (717A)

Children Sections:

ART - GRADE 1 (50010201) - Period 4 - F - 717A - Alice C Olivera (717A), HEALTH - GRADE 1 (50...

ART - GRADE 1 (50010201) - Period 4 - F - 717A - Alice C Olivera (717A)
HEALTH - GRADE 1 (50080301) - Period 1 - 717A - Sandra D. Guerrero (717A)
LANG ARTS GRADE 1 (50100421) - Period 7 - 717A - Sandra D. Guerrero (717A)
MATH GRADE ONE (50120301) - Period 5 - 717A - Sandra D. Guerrero (717A)
MUSIC - GRADE 1 (50130701) - Period 3 - H - 717A - Judith Augustine Caballero (717A)
SCIENCE GRADE ONE (5020020) - Period 2 - 717A - Sandra D. Guerrero (717A)
SOC STUDIES 1 (50210301) - Period 6 - 717A - Sandra D. Guerrero (717A)
SPANISH E (50070201) - Period 21 - W - 717A - Itsaso Swart Rockwell (717A)

4. Click **Save** when finished.

Removing a Section from a Package in Create Packages

1. Select the Parent/Homeroom Section.

Save

Parent/Homeroom Section:

FIRST GRADE (5100070) - Period 10 - 717A - Sandra D. Guerrero (717A)

Children Sections:

ART - GRADE 1 (50010201) - Period 4 - F - 717A - Alice C Olivera (717A), HEALTH - GRADE 1 (50...

ART - GRADE 1 (50010201) - Period 4 - F - 717A - Alice C Olivera (717A)
HEALTH - GRADE 1 (50080301) - Period 1 - 717A - Sandra D. Guerrero (717A)
LANG ARTS GRADE 1 (50100421) - Period 7 - 717A - Sandra D. Guerrero (717A)
MATH GRADE ONE (50120301) - Period 5 - 717A - Sandra D. Guerrero (717A)
MUSIC - GRADE 1 (50130701) - Period 3 - H - 717A - Judith Augustine Caballero (717A)
SCIENCE GRADE ONE (5020020) - Period 2 - 717A - Sandra D. Guerrero (717A)
SOC STUDIES 1 (50210301) - Period 6 - 717A - Sandra D. Guerrero (717A)
SPANISH E (50070201) - Period 21 - W - 717A - Itsaso Swart Rockwell (717A)

2. In the Child Sections pull-down, deselect each section to remove from the package, or click Clear selected to deselect all child sections.

Parent/Homeroom Section:

FIRST GRADE (5100070) - Period 10 - 717A - Sandra D. Guerrero (717A)

Children Sections:

ART - GRADE 1 (50010201) - Period 4 - F - 717A - Alice C Olivera (717A), HEALTH - GRADE 1 (50...

717|

Check all visibleClear selected

☒SOC STUDIES 1 (50210301) - Period 6 - 717A - Sandra D. Guerrero (717A)

☐SPANISH E (50070201) - Period 21 - W - 717A - Itsaso Swart Rockwell (717A)

☐MATH GRADE ONE (50120301) - Period 5 - 717A - Sandra D. Guerrero (717A)

☐HEALTH - GRADE 1 (50080301) - Period 1 - 717A - Sandra D. Guerrero (717A)

☐SCIENCE GRADE ONE (5020020) - Period 2 - 717A - Sandra D. Guerrero (717A)

☐LANG ARTS GRADE 1 (50100421) - Period 7 - 717A - Sandra D. Guerrero (717A)

☐ACCESS SOC ST - 1 (77210121) - Period 6 - 717A - Sandra D. Guerrero (717A)

☐ART - GRADE 1 (50010201) - Period 4 - F - 717A - Alice C Olivera (717A)

☐ACCESS SCI GRADE 1 (77200201) - Period 2 - 717A - Sandra D. Guerrero (717A)

☐MUSIC - GRADE 1 (50130701) - Period 3 - H - 717A - Judith Augustine Caballero (717A)

3. Click Save.