

# How To Add Sections In School Settings

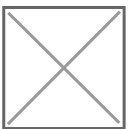
Navigate to Menu Bar >> Settings >> School

We are now working on Sections.

If you have a lot of students in a particular grade level, it might be easier to schedule them by sections. You can group a bunch of students to a particular section.

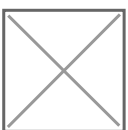
Click on '+Add New Section' you will get a pop-up where you will need to add the title of the section and sort order then submit to save.

You can repeat the same step to create more sections using the same method that you have in your school.



Once you have the Sections created, you can assign a student into it. Navigate to a student's record and click on the enrollment information. There you will find the section field. Edit the record to assign the student into the section.

To assign a group of students into a section, navigate to **Students >> Group Assign Student Info** and select a group of students and put them into the desired section.



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