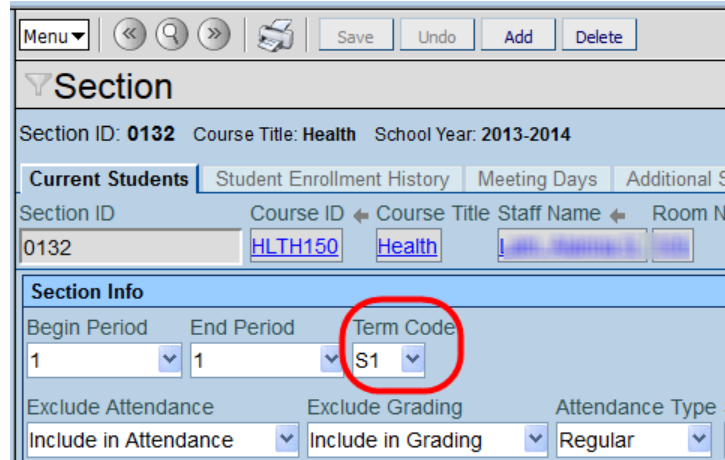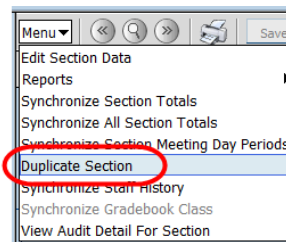**Scenario: You have S1 sections in Health, College/Career, Democracy and Econ, and you need new sections for S2. You may also want to enroll the students from the S1 course into the paired S2 course.**
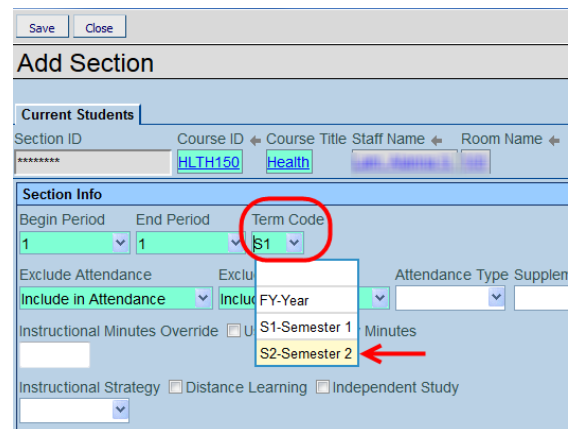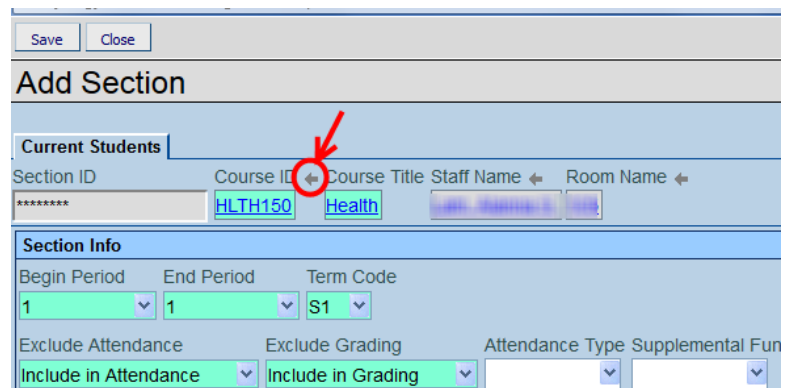
1) Locate an existing S1 section:

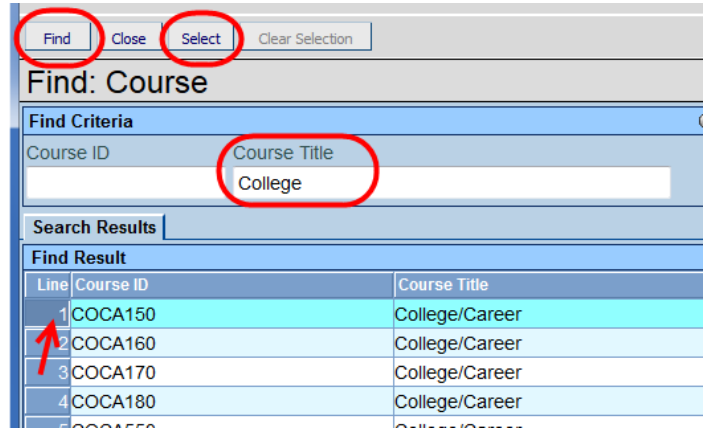2) From the Menu button, select 'Duplicate Section':

3) A new window opens. Synergy will automatically assign a new Section ID. Change the Term Code from S1 to S2. Make any changes to the Begin/End Periods as needed.
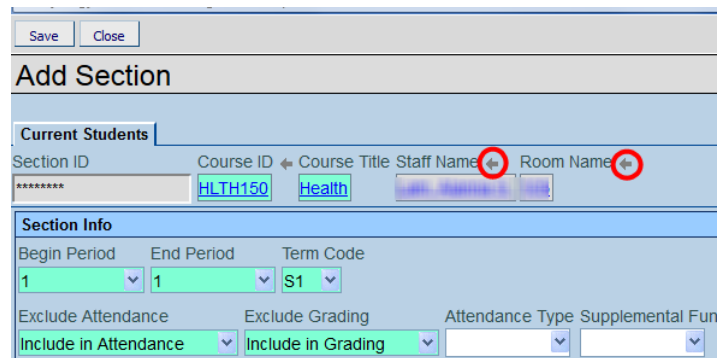
4) To create a section for the paired S2 course, click the arrow next to the 'Course ID':

5) A new window opens. Enter the Course Tile or Course ID of the S2 course and click 'Find'. Select the line # of the specific course and click 'Select':
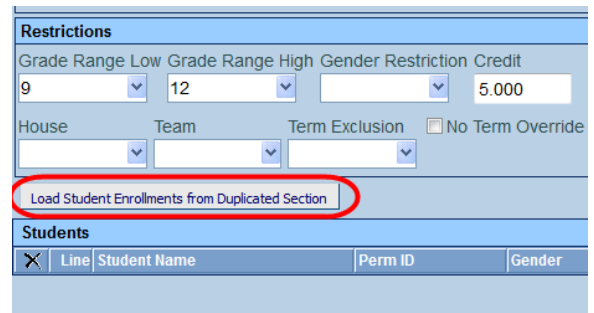

6) Back in the 'Add Section' window, change the Staff Name and Room Name as necessary by clicking similar arrows:
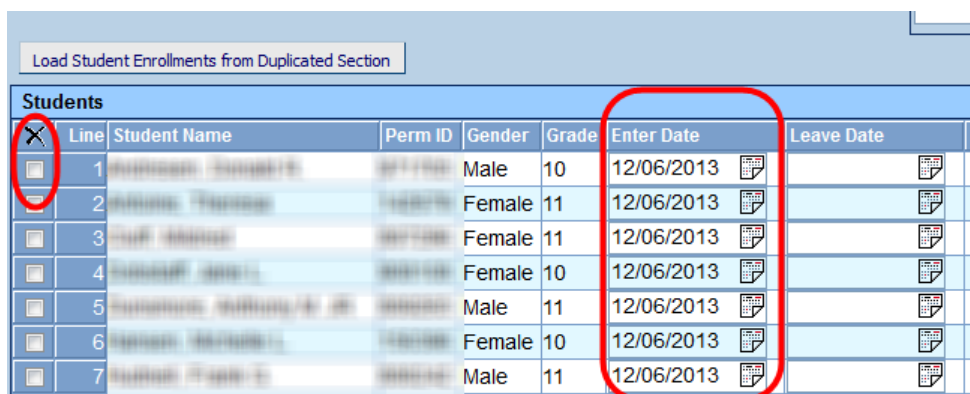
Change Begin/End Period also, if needed.

7) Below the Section Info, in the 'Restrictions' area, click the button to 'Load Student Enrollments from Duplicated Section':
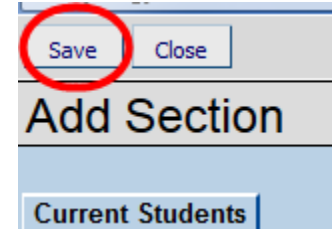

All the students will be added to the roster and listed below. You MUST change the Enter Date from the current date to the first attendance day of the S2 section. If some students will not be enrolled in the S2 section, click the check box in the first column to remove them from the roster.

8) When all changes are complete click 'Save' at the top of the 'Add Section' window.

To Summarize:

1) Locate the current S1 section with students who will go to an S2 section.
2) Select 'Duplicate Section' from the Menu button.
3) In the resulting **Add Section** window, change the Term Code to S2. As needed, also change the Course ID, Staff Name, Room Name and Begin/End Period.
4) If desired, **Load Students from Duplicated Section**. For each student change the Enter Date to be the first attendance date of S2.
5) Save & Close the Add Section window.