

SIS Basics: Adding and Deleting Rows

Overview SIS includes functionality to add a row of new information or delete rows of information that might not be appropriate.



The screenshot shows a web form titled "Class Sections". At the top right, there are navigation links: "Find | View All", "First", "1 of 14", and "Last". The form contains several fields:

- *Session: 1 (with a search icon)
- Regular Academic Session
- Class Nbr: 10939
- *Class Section: 001A
- *Start/End Date: 01/09/2012 (with a calendar icon) to 05/07/2012 (with a calendar icon)
- *Component: LEC (with a search icon)
- Lecture
- Event ID: 010708893
- *Class Type: Enrollment (dropdown menu)

In the top right corner of the form, there are two small blue buttons: a plus sign (+) and a minus sign (-). These buttons are circled in red in the image.

Note 1 The blue plus sign will add a row of new information, and the minus sign will delete a row. So, in this example, to add a new class section, you would click the plus sign and create a new class section. If this class section is not going to be offered, then using the minus sign will delete it.

Note 2 SIS will always ask you if you are sure that you want to delete a row. Be sure you want to delete the row because once a row is deleted and the process saved, it can't be retrieved.