Section Setup Instructions

Below are instructions for setting up your iCollege sections. You may also watch a video on how to do this: [http://www.gpc.edu/icollege/sections](http://www.gpc.edu/icollege/sections)

Approximately 2 weeks after the second half semester starts or midpoint of summer semester your upcoming semester’s sections will AUTOMATICALLY display on your my iCollege page.

You must be assigned to the section in the SIS (aka Banner) to see the sections automatically appear. You can check to see if you are officially assigned to the section by viewing the schedule of classes: Go to [http://www.gpc.edu/~acadaff/Schedules/](http://www.gpc.edu/~acadaff/Schedules/) to view the schedule.

Contact your department chair if you are not assigned.

After logging into iCollege 8, your sections will appear on your my iCollege page as shown in this example.
1. From the my iCollege page click the link for your upcoming semester’s section.

2. Select the Copy content from another course radio button. Then click Continue. NOTE: You may copy content from a migrated section, building section, or from another semester’s section into the new section.

3. Select the radio button next to the section you would like to copy from. Then click Continue.

The process of copying your content could take up to 2 hours depending on the amount of content you are copying. Please be patient. Do not attempt to start the copying process over.

Also, because it can take up to 2 hours, do not wait until the last minute to set up your sections. Give yourself a couple of business days prior to the start of the new semester to set up your sections in case there is a problem.

When the copy process is completed you will be able to make any necessary changes to your section.

**Problems?**

If your sections do not automatically appear on your my iCollege page you may want to contact your department chair and ask them to assign you to your sections via the SIS. Then two business days after they assign you to the section it will automatically appear on your my iCollege page.

If your department chair is not able (for whatever reason) to assign you via the SIS then you will need to request that your sections be setup: [http://www.gpc.edu/icollege/sectionrequest](http://www.gpc.edu/icollege/sectionrequest)

Please allow a minimum of 2 business days for you section to be setup.