Adding a Section to A Current Canvas Course
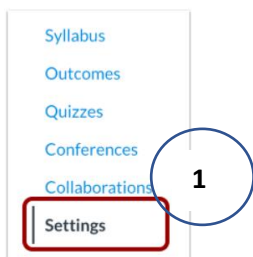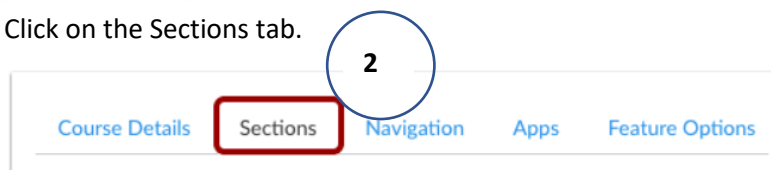
In the Canvas Course where you want to add another section.

1) Click on the Settings link on the course menu.
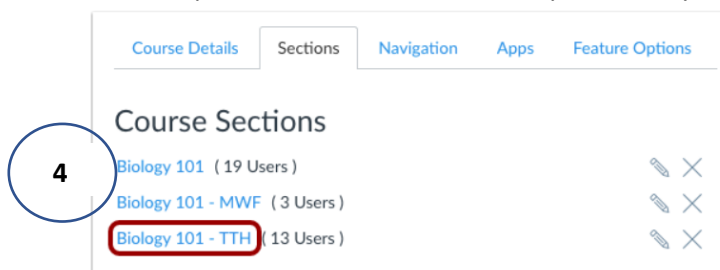

2) Click on the Sections tab.

3) Type the name of the Section in the Add a New Section box and click the Add Section Button

4) Your new section will be listed below your original. Repeat these steps to add additional course sections. Note that multiple sections will be ordered alphabetically.

5) You can add students to the new sections through the People section in your course using the drop down menu next to the students name. Click Edit Sections and add them to the new section. NOTE: Students will remain in the current section and also appear in their new sections.