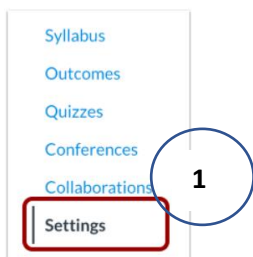




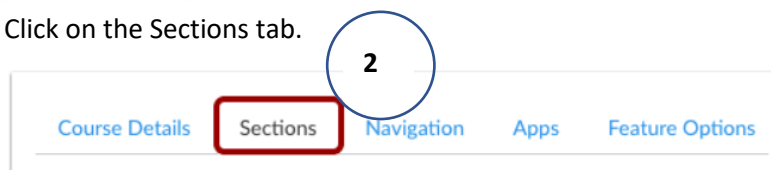
Adding a Section to A Current Canvas Course

In the Canvas Course where you want to add another section.

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



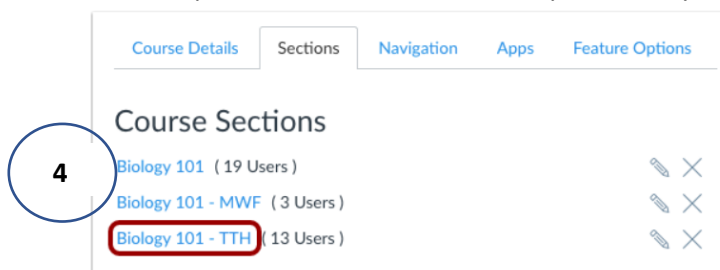
- 2) Click on the Sections tab.



- 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.

The 'People' section in Canvas. It displays a table of users with columns for Name, Login ID, SIS ID, Section, Role, Last Activity, and Total Activity. A dropdown menu is open for the user 'Emily Boone', showing options: Resend Invitation, Edit Sections, User Details, and Analytics. The 'Edit Sections' option is highlighted with a blue box and circled with a blue circle containing the number '5'.

| Name | Login ID | SIS ID | Section | Role | Last Activity | Total Activity |
|-------------|------------------------------|------------|--------------------------------|--------------------------|--|----------------|
| Emily Boone | emily.boone.canvas@gmail.com | emilyboone | History 101 MWF History 101 | Student Student | May 4 at 10:30am May 4 at 10:30am | 09:11:30 |
| Jessica Doe | jessica.doe.canvas@gmail.com | jessicadoe | History 101 MWF History 101 | Student TA Student TA | Nov 4, 2019 at 10:39am Nov 4, 2019 at 10:39am | |
| Max Johnson | max.johnson.canvas@gmail.com | maxjohnson | History 101 T-Th | Student | May 4 at 11:09am | |