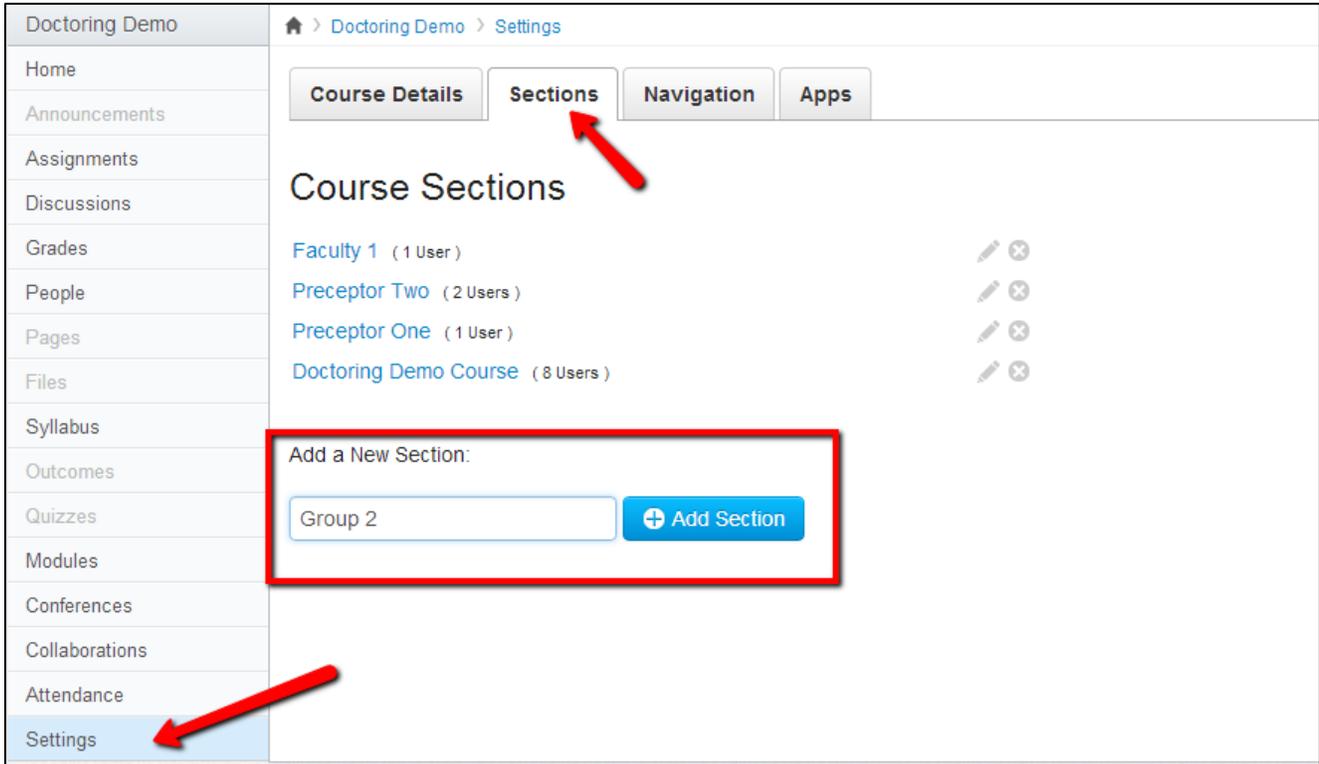# Canvas: Setting Up Course Sections

How to Create Sections:

1. Log into the course, and go to the **Settings** tab on the side menu. From here, go to the **Sections** tab at the top of the page. Create the sections (student groups) you will need.
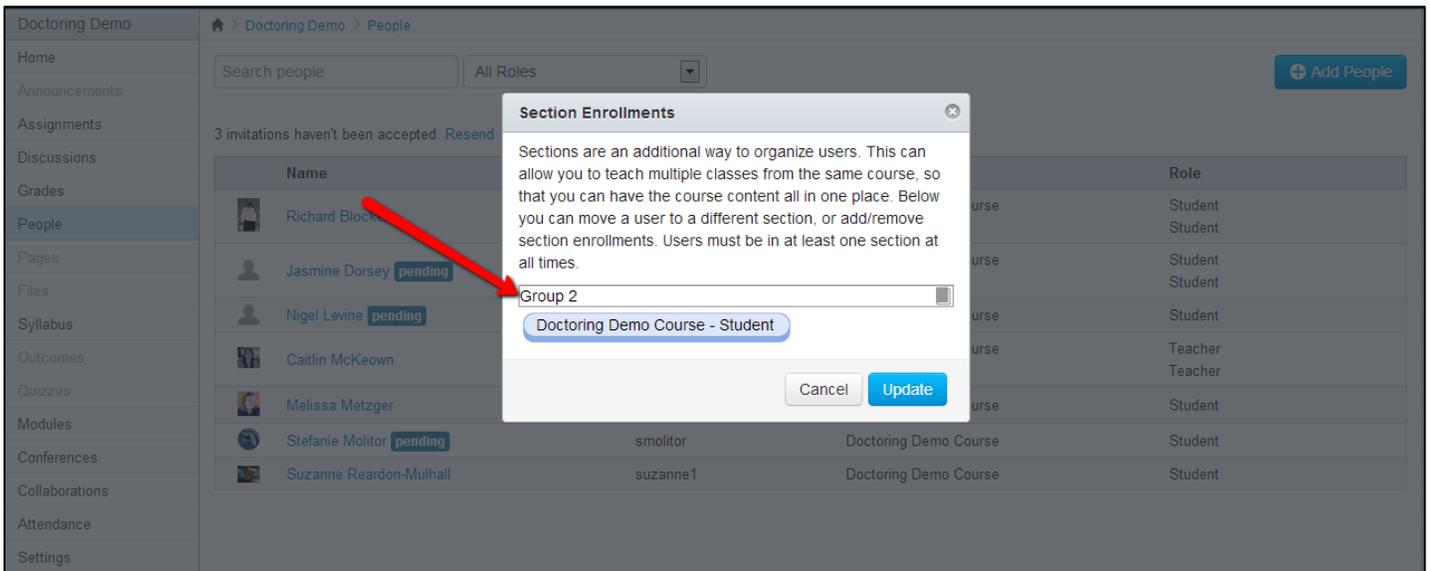

How to Add Students to Sections:

2. Go to the **People** tab on the side menu. You will see a list of the students enrolled in the course. Click the gear next to the student's name, and select **Edit Sections**.
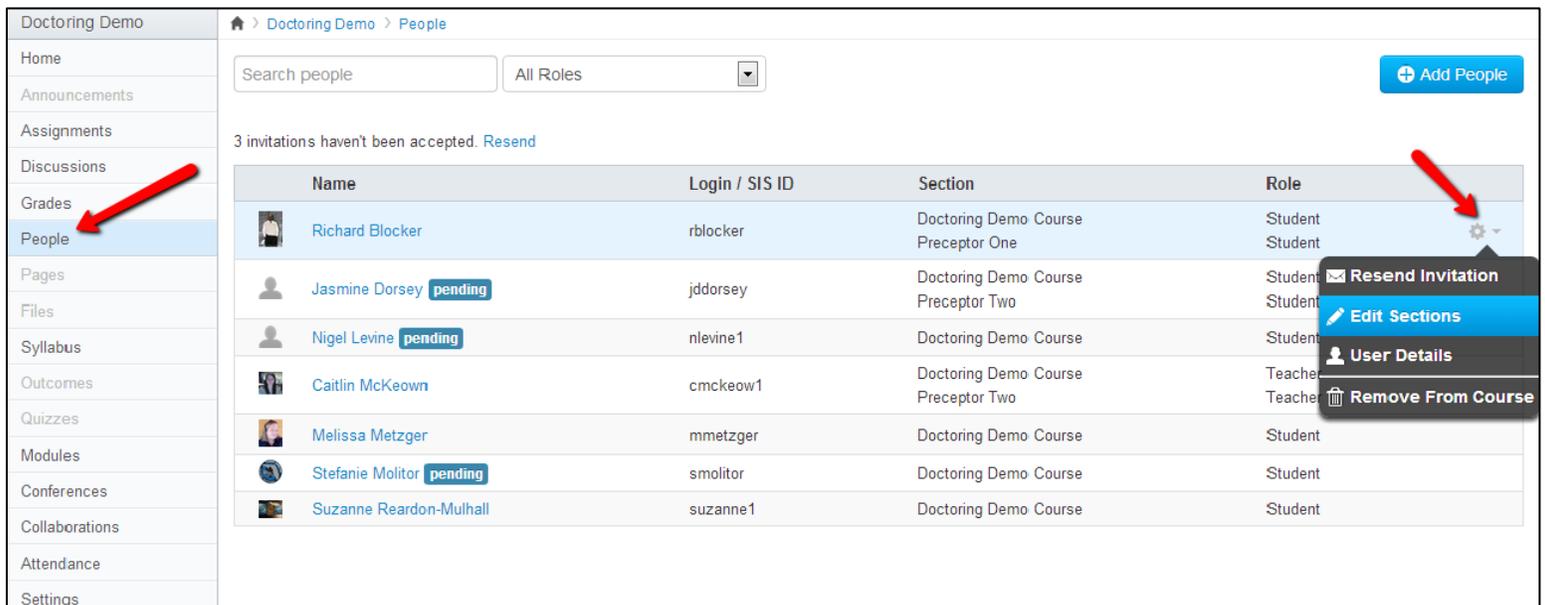
3. A window will appear that will allow you to add the student to a new section. This is also the window you will use if you ever need to change a student's section. Begin typing the name of the section, and it will appear in a drop down menu. Select that section, and click Update. DO NOT delete the student out of the section that is already listed there, because it is their "official" enrollment for the class.

How to Add Faculty to Sections:

4. Follow steps **2** and **3** above to add faculty to specific sections. If you do not want faculty to have access to any other students except for those in their sections, you can remove all other sections (including the "official" course enrollment). It should now only list their section next to their name.

5. Next, click the gear next to the faculty member's name, and click on **User Details**.
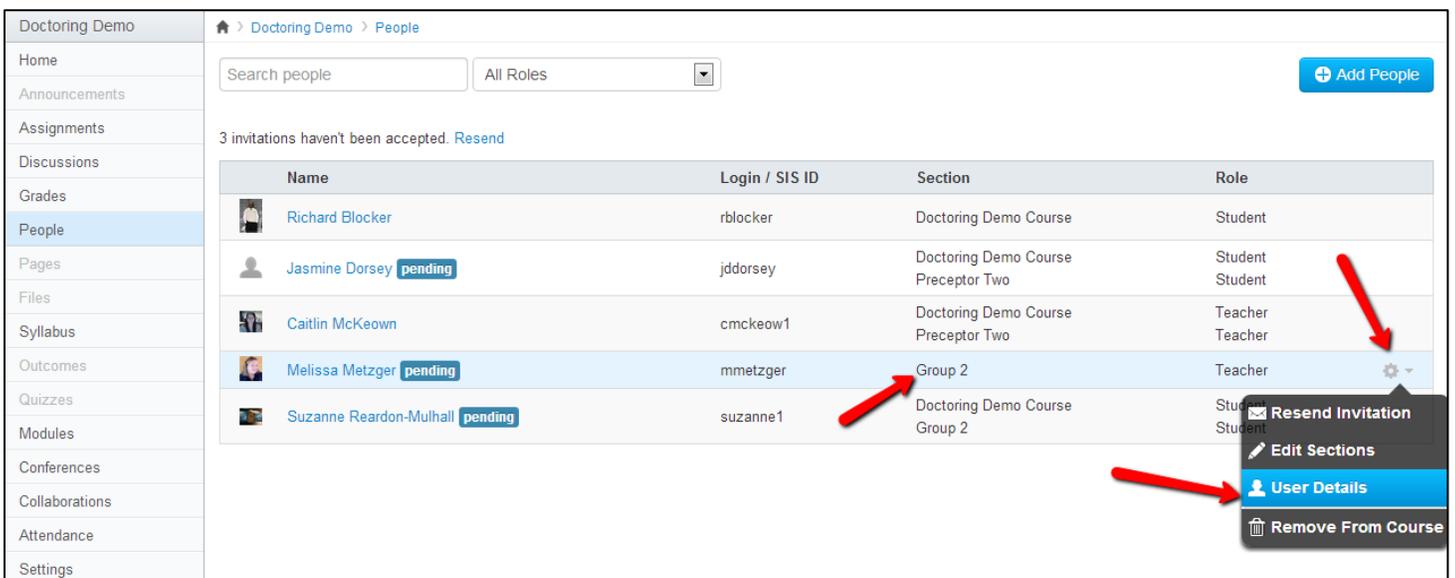
6. Below the faculty member's profile click on **More User Details…**, then under privileges click **limit this user to only see fellow section users**. This will set it so that the faculty member can only grade students in their section. DO NOT do this for faculty members who need to access all students.

How to Grade in Sections:

7. Once all of the students have been added to their sections, you can go to **Grades** on the side menu and sort the gradebook by sections.
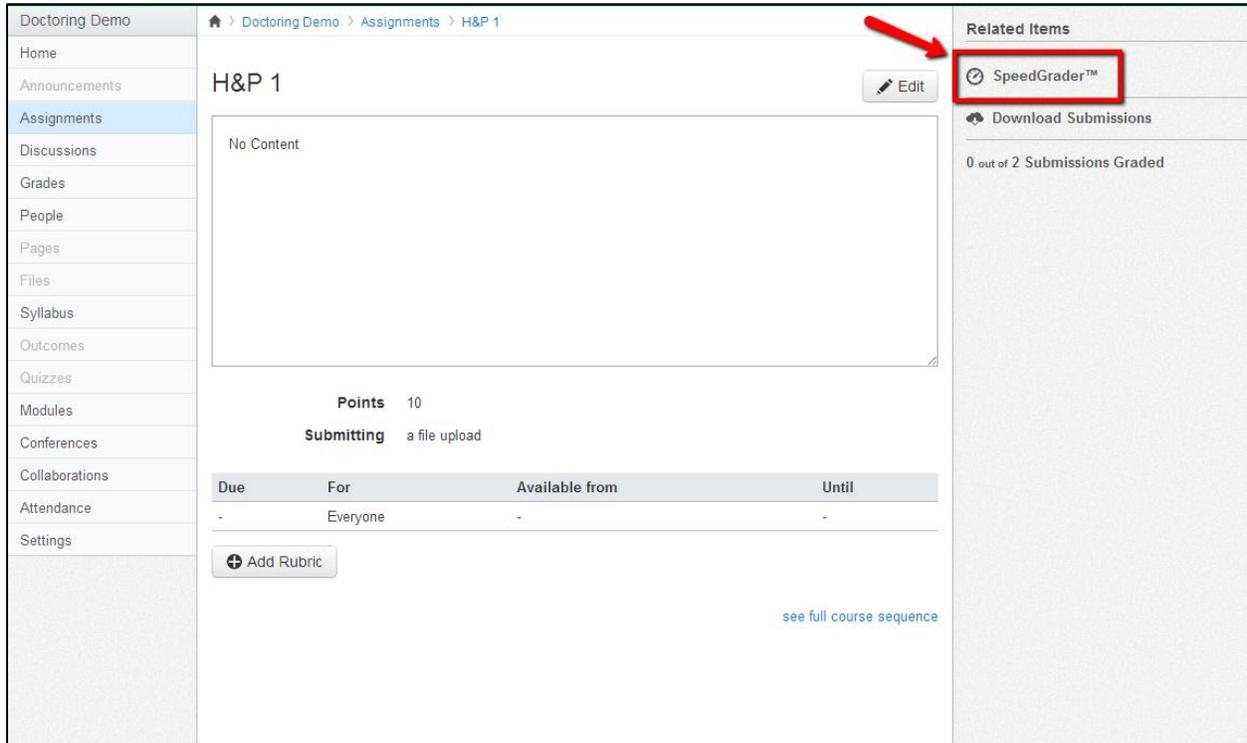
8. You can also use the **Speedgrader** from any assignment to quickly sort and grade students.

9. The Speedgrader can be used to sort students by section. Once the student's assignment is selected the speedgrader can be used to make in-line comments, send messages to students, and enter grades.