In Canvas, the section tool can be used for managing high-enrollment courses in which the instructor(s) need to filter the gradebook view into smaller sets of students. This document introduces the manual setup process and filtering functions of the section tool.

- Creating Sections
- Adding Students to Sections
- Viewing Sections in the Gradebook
- Filtering Sections in Speed Grader
- Removing Inactive Students

Creating Sections

1. Click **Settings**

2. Choose the **Sections tab** at the top of the page
   a. Type the section name in the **text box**
   b. Click **+Section**

Adding Students to Sections

1. Click **People**
2. Click the **Option icon** at the right end of student's name
   a. Click **Edit Sections**

   ![Image of Edit Sections](image)

3. In the **Sections Enrollment** window, choose to *either*
   a. **Type** in Section name
      i. Choose the appropriate name
   -OR-
   b. Click **Browse**
      i. choose the appropriate section name

   ![Image of Section Enrollments](image)

   *Note: You can leave the student enrolled in the official course-named section (e.g. NUR 111: Intro to Health)*

4. Click **Update**

   ![Image of Update](image)

**Viewing Sections in the Gradebook**

1. Click **Grades**

   ![Image of Gradebook](image)

2. In the top left option menus, click the dropdown menu for **View**
a. Choose **Filter**

b. Choose **Sections**

3. In the top right side of the gradebook, click the dropdown for **All Sections**
   a. Choose the **appropriate section**

Filtering Sections in Speed Grader

1. In the appropriate assignment page, click on **SpeedGrader** under Related Items

2. In the top right corner, click on the **down arrow** next to the student name
   a. Click on **Showing: All Sections**
   b. Click on the **appropriate section**
Removing Inactive Students

When a student drops the course, you will need to remove from the created section, manually.

1. Click People

2. If the student is no longer in the course, “inactive” will appear to the right of their main section role.

3. Click the Option icon at the right end of student's name
   a. Click Edit Sections

4. In the Section Enrollments window, click the X next to the section name
   Note: You do not need to remove the official course-named section (e.g. NUR 111: Intro to Health)

5. Click Update

6. You will now see the student marked “Inactive” to the right of their name.