

RENAMING YOUR SECTIONS

Complete the following steps to rename your sections in Canvas.

Each of your class periods are broken down in Canvas by section. You can assign things individually by section. In order to help you do this easily, you will need to rename your sections by class period. Following the directions below to rename your sections.

1. Log in to Canvas.
2. Choose a course to work in from the *Courses and Groups* drop-down menu.
3. Choose *Settings* from the left menu of the course.

Collaborations


Class Notebook


SAFARI Montage

LOR

Settings

4. Click the *Sections* tab at the top of the page.
5. Your course sections are all listed in this window. Notice that they are all named the same thing.
6. Click the name of the first section. A list of the students in this section will show. Take note and decide the class period of this section. For example, period 4A.
7. Click *Edit Section* in the right menu.

 Edit Section

 Cross-List this Section

 Back to Course Settings

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Complete the following steps to rename your sections in Canvas.

8. Type the period number in the box *Section Name*.

Section Name:

Period 4A

9. Once you have typed in the new name, click *Update Section*.

Cancel

Update Section

10. The section is now named by the class period. Click the back button on your browser and follow these steps for the next section.

11. You can now use these sections to assign quizzes and assignments to individual classes.