

CANVAS: Why do I see two “Section 1”'s in my course?

(How to change the name of the enrolled Registrar Sections)

Problem

When you enroll a Registrar class list into your course, the name that appears in Canvas is simplified to just a section number, e.g. Section 1, Section 2, Section A. If your course is cross-listed, or has an honors section, then it is likely you will end up with two or more enrolled Sections that have the same name in your Canvas course. This creates problems when you want to distinguish one from the other.

Example 1

If you enroll AMD 204 Section 1, AMD 204 Section 2, AMD 204H Section 1, AMD204H Section 2 into a Canvas course, you end up with two Section 1's and two Section 2's in the course. If you wanted to then create an assignment that is ONLY for the honors students, it would be impossible to know which sections to assign it to based on this initial section naming.

Solution:

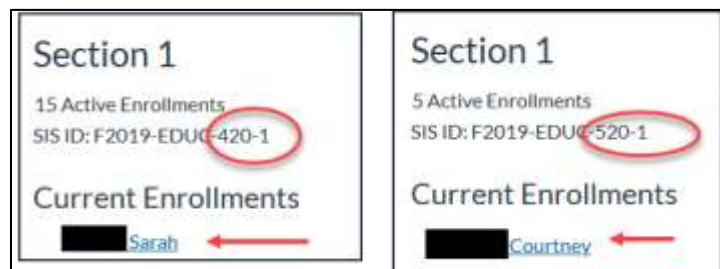
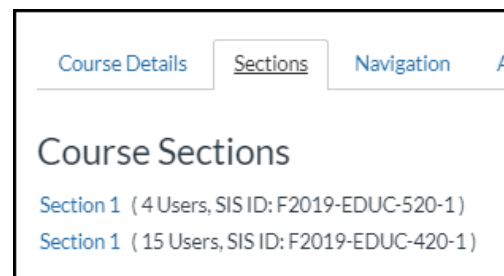
1. Begin by noting a few students in each of the original section lists so that you can verify their placement after you change the section name.
2. To change the section name, go to the course menu and click **ISU Admin Tools > Authorize (if prompted) > Manage Sections**.
3. Replace each section name with a unique name. If two sections have the same name, make an initial guess as to which one each refers to.
4. Refresh and review the **People** list and find the original students you noted. Check the name of their new sections. If the new section names are not right, return to Manage Sections and flip the new section labels around until they are correct.

Example 2

Course has an undergraduate section (400 level) and a graduate section (500 level). When these are enrolled into the course, both are listed as “Section 1”.

Step 1:

In the Canvas course, click **Settings > Sections tab** (along top) > click each Section 1 link, record the name of a student in each section.



Step 2:

Go to **ISU AdminTools > Manage Sections > replace the section names.**

The screenshot shows the 'Manage Sections' interface. It has two main columns: 'Section Title' and 'Section Dates'. Under 'Section Title', there are two input fields: 'Undergraduate' and 'Graduate'. Red arrows point to these fields with the text 'Enter new names (guess the first time)'. Under 'Section Dates', there are two rows, each with 'Start Date' and 'End Date' input fields, a 'to' separator, and a 'Save Section' button. A red arrow points to the 'Save Section' button with the text 'Will need to click and move mouse to make the blue SAVE buttons appear. Click both.' Below the date fields, there is a checkbox labeled 'Override Term/Course Participation Dates'.

Step 3:

Check if the new section names are correct by clicking **People** and finding the students you noted in Step 1.

Name	Login ID	SIS ID	Section	Role
Sarah			Undergraduate	Student

Courtney			Graduate	Student
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In this example, the section labels were correct. If they had been reversed, then we would need to return to ISU AdminTools > Manage Sections > switch the new section names, then re-Save.

Using the new Section Names:

By default, graded activities (quizzes, discussion, assignments) are assigned to “Everyone”. Delete the “Everyone” tag and starting typing the word “Section” in the same box. This will generate a list of options that begin with the word “Section”. Pick the one that is being assigned the activity.