Sections

- Click "**Settings"** in Course Navigation
- Click "**Sections"** tab in "Settings"
- **Add** a new Section
  - **"+Section"** button
- Once you add a new Section to your course
  - Click the **"People"** link in Course Navigation
  - You can select the students to add to your new section
    - Use options menu for each student to **"Edit Sections"** for them
    - **Add** the new Section
- Once you have at least one student in a Section
  - Click **"Assignments"** or an Assignment in **"Modules"**
    - Use the Section to select which students to **"+Add"** to an Assignment

Cross-List Courses

- **Determine** which course will be your **destination course**
  - Click **Dashboard** in Global Navigation
  - Select the **destination** Course
  - Write down/copy the Course number from the URL address bar
    - https://bbsd.instructure.com/courses/
- **Determine** which course you want to **Cross-List**
  - Click "**Dashboard"** in Global Navigation
  - Select the Course that you want to **Cross-List**
  - Click "**Settings"** in Course Navigation
  - Click **"Sections"** tab in "Settings"
    - Click the ONLY Section under **"Course Sections"**
      - To open the Section
    - Click **"Cross-List this Section"** in the Side Bar Menu
    - Key/paste the destination Course Number in the "Enter the Course's ID:" box
      - **951** (From above destination Course URL address)
      - The destination Course name will appear under **"Selected Course:"**
    - **IF this is the correct destination Course**
      - Click the **"Cross-List This Section"** button
      - You will get a confirmation message if successful
  - Now that your Course has been Cross-Listed
    - Click **"Dashboard"** to see that the Course Card is **no longer showing**
    - Click the **destination** Course
    - Click **"Settings"** in Course Navigation
    - Click **"Sections"** tab in Settings
    - You should see your **Cross-Listed Course** listed under the **"Course Sections"** for this Course
  - Go to the **"People"** link in Course Navigation

- The **"Section"** column shows the student's section
- Remember you can **"Edit Sections"** using the student's options menu
  - Go to the **"Grades"** link in Course Navigation
    - The **"Student Name"** column shows the student's section under their name

Re-Cross-List

- After **Cross-Listing a Section**
  - If you decide to **move** it to another course
    - You **can** use the **Re-Cross-Listing** process to move it again
      - Go to the **"Sections"** tab of the Course Settings it is in
      - Click on the Section you want to **Re-Cross-List**
      - And it will now prompt you for the **destination** Course Number

De-Cross-List

- The process of moving the **Section** back into the original shell
- Go to the **"Sections"** tab of the Course Settings it is in
  - Click on the Section you want to **De-Cross-List**
    - And it will now show as a Course on your **Dashboad/All Courses** link

Gradebook/SpeedGrader

- Click "**Grades"** in Course Navigation
- Click **"Gradebook"** drop-down menu
    - Toggle between two views
        - Individual
        - Gradebook
- Click **"View"** drop-down menu
    - Determines what you see and how you see it in the Gradebook
- Click **"Actions"** drop-down menu
    - Sync
        - Canvas Gradebook automatically syncs to Skyward every morning at 12:30 AM
            - **ALL grades must be entered into Canvas**
                - Or, they will get overridden when Canvas syncs to Skyward
    - Import
    - Export
- Click **"Options"** menu
    - Late Policies
    - Grade Posting Policy
- Click an **"Assignment"** for a student
    - Can
        - **Enter** a score
        - Click the **right arrow**
            - To go to **Grade options** for this Assignment
                - **Step through students** for this Assignment
                - **Step through Assignments** in this Gradebook
                - **Open** the Assignment
                - Go to the **SpeedGrader**
                - **Enter** Score and **Status**
                    - None
                    - Late
                    - Missing
                    - Excused
                    - Enter Comments
            - If you make an entry
                - Click **"Submit"** button
- **SpeedGrader**
    - Allows teacher to
        - **Step through students** for this Assignment
            - Students with **graded** Assignments will have an **orange checkmark**
                - **Ex. Test PowerPoint Document in Test 3**
            - Students with a **submission** will have an **orange disc**
            - Students with **no submission** will show that status in the Submission area

- Select a specific Student to grade from name drop-down menu
- Annotate on the submitted Assignment
- See Submission details
- Enter score, comments, attach a file, record a media comment

- **Title Bar** allows you to
    - Return to the **Gradebook** view
    - **Post** or **Hide** Grades
    - **Options** menu
        - **Sort** student list
        - **Keyboard Shortcuts**
            - **j** will select the **next** student for the Assignment
            - **k** will select the **previous** student for the Assignment
            - **c** moves you to the **"Comments"** box
            - **g** moves you to the **"Grade"** box
            - **r** use "Rubric"
        - **Help**
            - Takes you to the Canvas Help
    - Click on the "Assignment" link to go to the Assignment
    - See how many of the student assignments are already graded vs. the total number of assignments due
    - The average score for the Assignment

- You can also go to **"Modules"** or **"Assignments"** link in Course navigation
    - Click on the Assignment you wish to grade
        - There will be a link to the **SpeedGrader** on the right