



This user guide explains how to set up and manage sections and groups in Canvas.

- **Sections** are groupings of students that need to be organised for administrative purposes.
- **Groups** are based around subsets of students that need to work together or have access to tools not available to the wider cohort e.g. discussions or a group assignment.

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## MANAGING SECTIONS

All Canvas websites have a default section which takes the title of the unit of study. Users enrolled into a Canvas website will be members of the default section. If your site contains cohorts from more than one unit code you have the option to create a section for each cohort by enabling the auto sections feature. Note: Only Primary Instructors can manage Sections and Groups in SEAMS.

If you need to create additional sections and add members, there is a new menu in SEAMS on the Site Details page for the unit of study.

For further information about sections and their use refer to appendix 1.

### SECTIONS AND GROUPS - SITE DETAILS

2018\_SECTIONS\_AND\_GROUPS

Site Details | [A2A](#) | [Enrolment Settings](#) | [Extra Students](#) | [Staff Enrolments](#) | [Sections](#) | [Groups](#)

## 1. Creating sections

### Creating one section at a time

1. From the 'Site Details' screen in SEAMS, choose the 'Sections' link.
2. Enter a name into the yellow box under the 'Sections' heading and click 'Add Single Section'.

To rename a Section, overwrite the section name in the yellow box and click 'Update Name'.

To delete a Section, click the 'Delete' button next to the section name you want to delete.

### LAWS007\_NE - SECTIONS

LAW007\_NE

[Website Details](#) | [A2A](#) | [Enrolment Settings](#) | [Extra Students](#) | [Staff Enrolments](#) | [Sections](#) | [Groups](#)

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#### Sections

Automatic Section Creation and Enrolment:

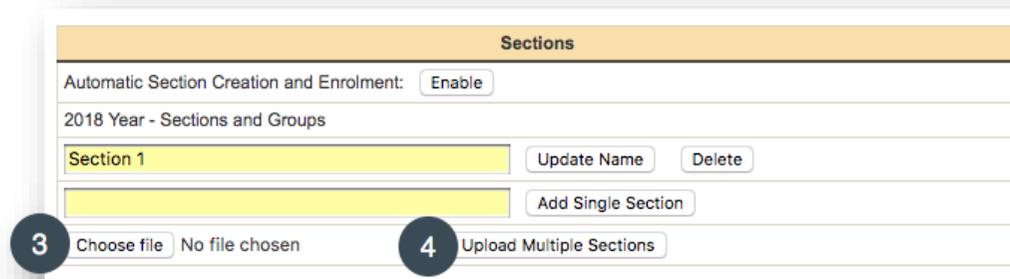
2017\_S2C - LAWS007 Legal Research (Normal (lecture/lab/tutorial) evening)

No file chosen

## MANAGING SECTIONS

### Creating multiple sections

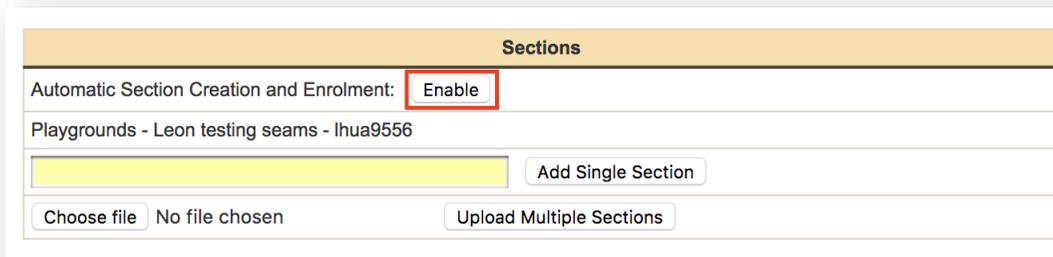
1. Using Excel, create the Section names you want in a single column.
2. Save the file to your computer as a .csv file. (If you are using a Mac, you must save as a Windows Comma Separated file).
3. Under the 'Sections' heading, click 'Choose file' and select the file you created.
4. Click 'Upload Multiple Sections'. You will be given the chance to confirm the Section names before they are created.



### 2. Automatic sections and enrolments

You can automatically create sections and enrolments based on the cohorts for your units of study as setup on the Enrolments Settings page.

Click the "Enable" button to activate this feature.



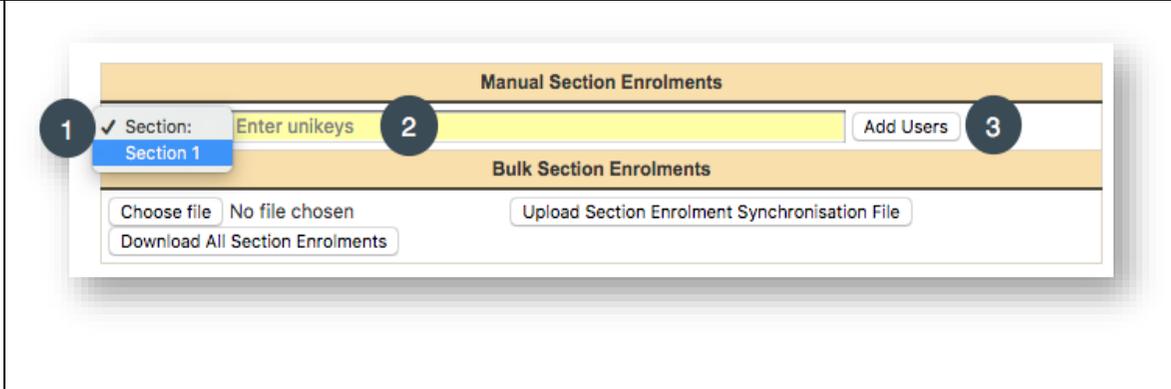
**MANAGING SECTIONS**

**3. Creating section enrolments**

**Adding one or more users manually**

Users must be actively enrolled in the Canvas site before they can be added to a section.

- Using the drop-down menu, select the section you wish to add users to.
- Enter one or more UniKeys into the yellow box. You can enter multiple Unikeys by leaving a space or comma between them.
- Click 'Add users' to add the users to the section.

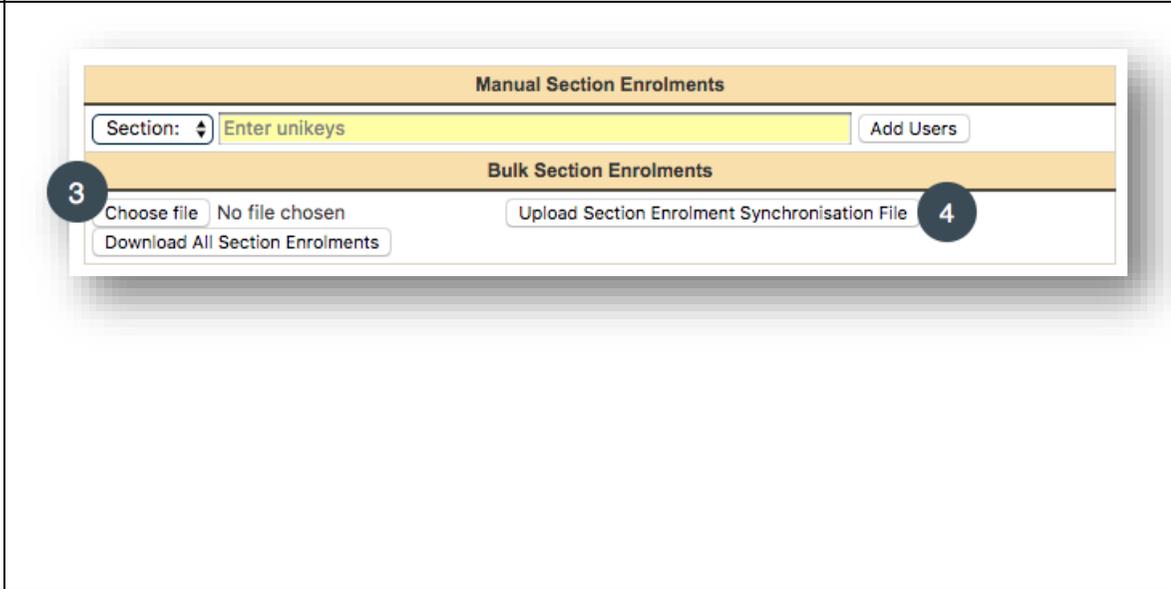


**Adding users using a file**

Users must be actively enrolled in the site before being allocated to sections.

Using a file to upload users into sections will overwrite any current user section allocations. Leaving a user out of the file will remove them from any sections they were in previously.

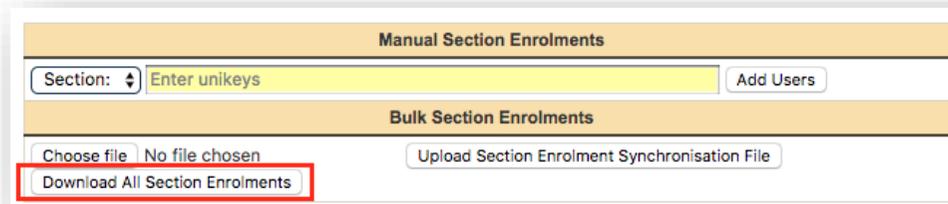
- Create an Excel file with two columns; the first column contains the section title (this is case sensitive) and the second contains their UniKey. Don't add column headings.
- Save the file to your computer as a .csv file. (If you are using a Mac, you must save as a Windows Comma Separated file).
- Click on 'Choose file' and select the .csv file you created.
- Click 'Upload Section Enrolment Synchronisation File'.



**MANAGING SECTIONS**

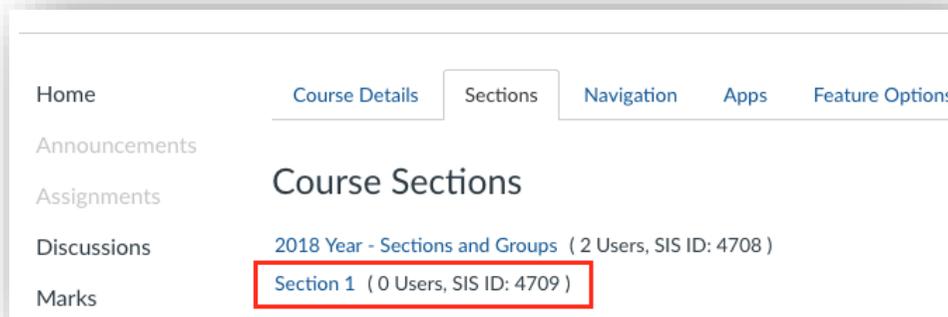
**Downloading section titles with users**

Once you have added users, 'Download All Section Enrolments' allows you to save a list of sections and their enrolments to a .csv file, which can be opened in Excel. This file could be used in SEAMS to create identical groups in Canvas if required.



**Viewing sections in Canvas**

1. Go to 'Settings' in the LH navigation within the Canvas unit of study site.
2. Choose the 'Sections' tab in the horizontal navigation.



## MANAGING GROUPS

Groups can be created and managed in either SEAMS or Canvas.

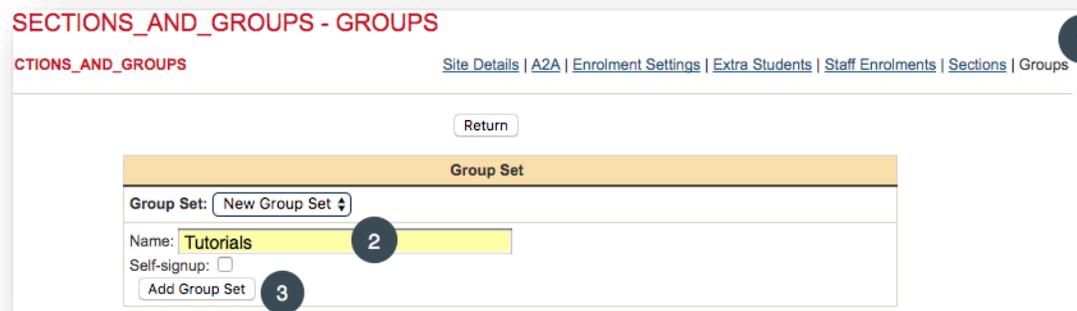
SEAMS allows you to create groups and their members using file uploads, which is useful for managing large cohorts.

### 1. Creating group sets and groups

A group set in Canvas is a container for groups.

For example; group set = Tutorials, groups = Monday 10am, Wednesday 2pm. All groups must have a group set.

1. From the 'Site Details' screen in SEAMS, select the 'Groups' menu option.
2. If this is the first group set you are creating, enter the group set name in the yellow box. Otherwise choose 'New Group Set' from the dropdown menu. Set self-signup and/or group number limit if needed.
3. Click 'Add Group Set'



### 2. Managing group members

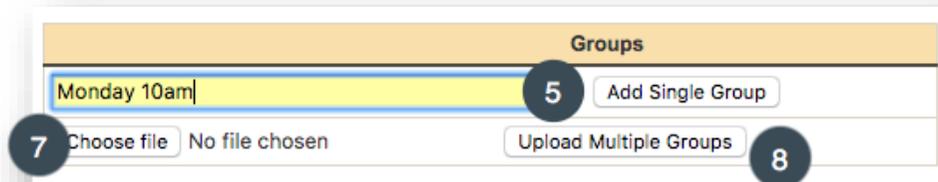
#### Add one or more members manually

1. Select the group you wish to add members to.
2. In the yellow box, enter one or more UniKeys separated with a space and click 'Add Users'.
3. After the group set has been created you will see the following new menu.
4. To create groups one at a time, enter the name in the yellow box and click 'Add Single Group'.
5. To create multiple groups create an Excel file with a single column that contains the group names.



### MANAGING GROUPS

6. Do not add a column header. Save to your computer as a .csv file. (If you are using a Mac, you must save as a Windows Comma Separated file).
7. Select 'Choose File', browse for your .csv file and
8. click 'Upload Multiple Groups'.
9. You have options to update group names or delete groups.



#### Add members via a file

Using a file to upload users into groups overwrites current user group allocations.

If you leave a user out of a group who is already a member, they will be removed.

The best approach is to download a file with all group members and their membership using 'Download All Group Set Members', then update the file.

1. Create an Excel file with two columns. The first contains the group name the user is to be enrolled in and the second contains their UniKey. Don't add column headers. Save the file to your computer as a .csv. (On a Mac save as a Windows Comma Separated file).
2. Click 'Choose File' and select the .csv file you created.

	A	B	C	D	E	F	G	H
1	Monday 10am	sach7002						
2	Monday 10am	bstr6783						
3	Monday 10am	kghos5921						
4	Monday 10am	lyall6649						
5	Monday 10am	hrab7840						
6	Monday 10am	sdav6887						
7	Monday 2pm	kjaff9420						
8	Monday 2pm	wpol5921						
9	Monday 2pm	vwan8239						
10	Monday 2pm	aapp7302						
11	Monday 2pm	mnas5160						
12	Monday 2pm	fmerl4493						

The group membership (column A) must be added for each user and is therefore repeated in the file.

### MANAGING GROUPS

3. Click 'Upload Group Members Synchronisation File'. You will receive a summary of the proposed changes before they are made. Click 'Update Members' to proceed.

Group	In Upload	In Group	Not Enrolled	Leave	Add	Remove
Monday 10am	1	0	0	0	1	0
Thursday 2pm	1	1	0	0	1	1

Are you sure that you want to add 2 members and remove 1 members?

Update Members Cancel

### 3. Viewing groups in Canvas

Go to 'People' in the LH navigation. Each group set you create becomes a tab in the horizontal navigation.

You can add and edit groups from within Canvas, as well as SEAMS.

Any changes you make will be synchronized with your SEAMS view.

In SEAMS, choose the group set you wish to view using the drop-down menu.

The screenshot shows the 'People' page in Canvas. On the left is a navigation menu with 'People' highlighted. The main content area has a horizontal navigation bar with tabs for 'Everyone', 'Assignment 1', and 'Tutorials'. A '+ Group Set' button is in the top right. Below the tabs, there are buttons for '+ Group' and a settings icon. The main content shows 'Unassigned Students (0)' and 'Groups (2)'. Under 'Groups (2)', there is a group named 'Monday 10am' with '1 student' and a settings icon. A 'Search users' input field is also visible.

## APPENDIX 1 – FEATURES OF SECTIONS AND GROUPS

**Sections** are groupings of students that need to be organised for administrative purposes. Sections are also beneficial for TA-based grading and sorting in the Gradebook, especially where there are large cohorts.

**Groups** are based around subsets of students that need to work together or have access to tools not available to the wider cohort e.g. discussions or a group assignment.

Note: Releasing an assignment (or a quiz or discussion) on more than one due date requires sections as Canvas does not provide an option for it be released to a group. For example: this feature could be needed for a unit of study that meets on different days of the week or in different formats (online vs. face-to-face).

### Do I need a group or a section?

Activity	Group	Section
Students require an online “homepage” to communicate and collaborate with members of a group	✓	
Students require a group wiki/webpage to add content to and share files	✓	
Instructors need to send messages to their tutorial groups only	✓	✓
Group assignments are required (including assessed discussion forums)	✓	
Students need to self-enrol in something (e.g. presentation group)	✓	
Instructors need to grade assignments for a group of students only (e.g. their tutorial)		✓
Specific groups of students need to complete different assignments, quizzes or discussions		✓
Specific groups of students have different due dates for the same assignment		✓