WHAT IS THE SECTION INFO TOOL?

The Section Info tool provides a way for instructors to efficiently manage sections of a class. The tool is designed to help an instructor manage a course that may consist of lectures, labs, discussions, studio work, recitations, or any combination thereof. Information you may add about a section includes days, time, assigned teaching assistant, room, current enrollment, available slots, maximum enrollment, and the section category.

The Section Info tool is designed to work with other tools, such as Announcements, Gradebook, and Tests & Quizzes.

Click Add Sections. Select the number of sections and a category.

Select the number of sections you want to create (e.g. 3) and then choose the category for your sections from the drop-down menu:

- Lecture
- Lab
- Discussion
- Recitation
- Studio

Note: The name of a category is the only thing that differentiates it from other categories. For instance, a Lab section will function exactly as a Discussion section in the Section Info tool.
In the Name field, give your section a name. If you don’t enter a name, the name of the category plus a number will be the default name (e.g., Lab1, Lab2, Lab3). When you are finished entering your section information, click Add Sections.

To Edit a section, click Edit.

**ADDITION STUDENTS TO A SECTION**

_Click Assign Students_
Select students from the class list.

Click one or more student names in the list of site participants on the left, and then use the right arrow button to add the selected student(s) to the section list on the right. Click Assign students.
HOW DO I VIEW A STUDENT'S MEMBERSHIP IN A COURSE?

If you would like to view a list of all the students in the class which also displays the sections in which each student is a member, you can do so by viewing student memberships in the Section Info tool. Select the Section Info tool from the Tool Menu in your site.

Click Student Memberships. A list of students and their section membership will display.

If you have a large list of students and are looking for one in particular, you may enter part of the student name or ID into the search field at the top and then click on Find to locate the information for that user.