# Creating Separate Classes in Canvas

This Job Aid is for teachers who create their own classes in Canvas. Why would you want to create your own classes when the district does it for you. Consolidation. If you have three classes of regular level and two advanced, you may want to avoid having to move from class to class every time you give an assignment or give a test. You can create two (new) classes and put all the students in your regular class in one and the advanced in the other.

The only thing you will need to do is to separate them out into their own classes to avoid having to hunt down a student when you are going through the gradebook. This job aid will show you how to manage a self-created class (containing multiple periods)
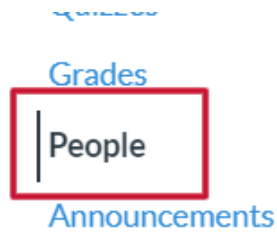
1. Log onto Canvas https://sandiegounified.instructure.com/
2. Select the class you have created and make sure that all your students have enrolled in that class.
3. Go to Settings > Choose Sections Tab
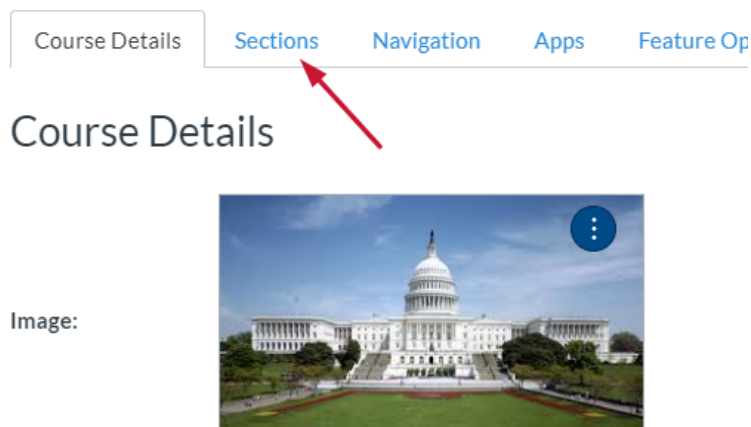
4. To add a section (period) type in title then + Section button
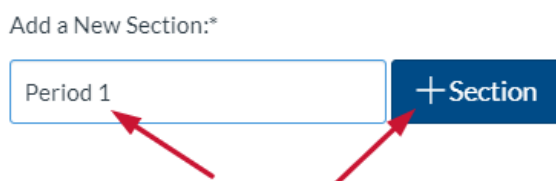
5. Choose "People" to see this list of students who have enrolled in the class.

Grades

People

Announcements

6. Click the three dots on the right to open options. Choose Edit Sections

		student_48989	Government F2019 Period 1	Student Student	Dec 13, 2019 at 7:46am Dec 13, 2019 at 7:46am	01:14:48	⋮
		student_100327	Period 5 Government F2019	Student Student	Dec 13, 2019 at 12:34pm Dec 13, 2019 at 12:34pm		
		student_49177	Government F2019 Period 5	Student Student	Feb 4 at 12:13pm Feb 4 at 12:13pm		
		student_245537	Government F2019 Period 5	Student Student	Dec 13, 2019 at 12:41pm Dec 13, 2019 at 12:41pm		

✉ **Resend Invitation**

✎ Edit Sections

✎ Edit Role

& User Details

&× Deactivate User

🗑 Remove From Course

📊 New Analytics

7. Type in the Period (shortcut = type just the number). Click on the correct period.

Section Enrollments ✕

Sections are an additional way to organize users. This can allow you to teach multiple classes from the same course, so that you can have the course content all in one place. Below you can move a user to a different section, or add/remove section enrollments. Users must be in at least one section at all times.
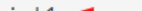
Period 1   browse

👥 **Period 1**
31 people

Government F2019 - Student ✕

Cancel   **Update**

8. You will see it on the student's list. Then Click Update button

Section Enrollments ✕

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
browse

Period 5 - Student ✕

Government F2019 - Student ✕

Period 1 ✕ ←

Cancel   **Update**

9. Look at the person to confirm that they are in the period they need to be in.

		Period 5 Period 1 ← Government F2019	Student Student Student	Dec 13, 2019 at 12:34pm Dec 13, 2019 at 12:34pm	01:24:32	⋮
	student_100327					

10. Go to Grades (left side of screen). Choose the period you want to look at.

☰ Government › Grades

| Gradebook ▾ | View ▾ | Actions ▾ | | 🗒 | All Sections ⌃ | Search... |

Student Name	Judicial Branch 2019 Out of 30	Per. 5 Political Party Out of 10	All Sections	Per. 3
[name redacted] Government F2019 and Period 4	26	–	Government F2019	
[name redacted] Government F2019 and Period 1	24	–	Period 1	
[name redacted] Government F2019 and Period 5	25	8	Period 3	
[name redacted] Government F2019 and Period 5	26	9	Period 4	
[name redacted] Government F2019 and Period 5	24	8	Period 5	
[name redacted]	24	–		8