



Section Linking in Schoology

Schoology

What is Section Linking?

Course section linking is a great way to manage all sections of a course more efficiently.

When sections are linked, they all share the same set of materials and grade setup. This means you only need to create materials and set up your gradebook once, even when you teach multiple sections of the same course. Linked sections also have toggles you can use to switch between each section instantly, so you can keep the sections separate while enjoying a more streamlined workflow.

Conditions for Section Linking

In order to link your sections:

- The sections must be within the same Course and therefore share the same course code. You would not be able to link two different sections (ie. Spanish I and II could not be linked)
- The sections must be associated with the same grading period.
- Enrollment must be unique across the linked sections. There cannot be any overlap in the students.
- The sections must have the same Course Admin(s).

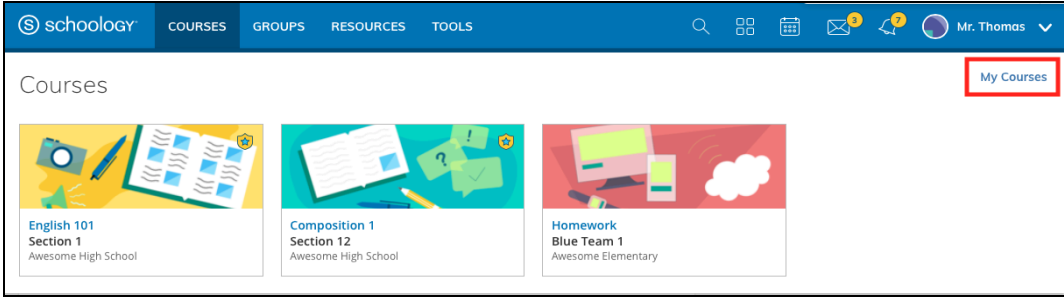
Prior to Section Linking

Important Information About Linking Sections

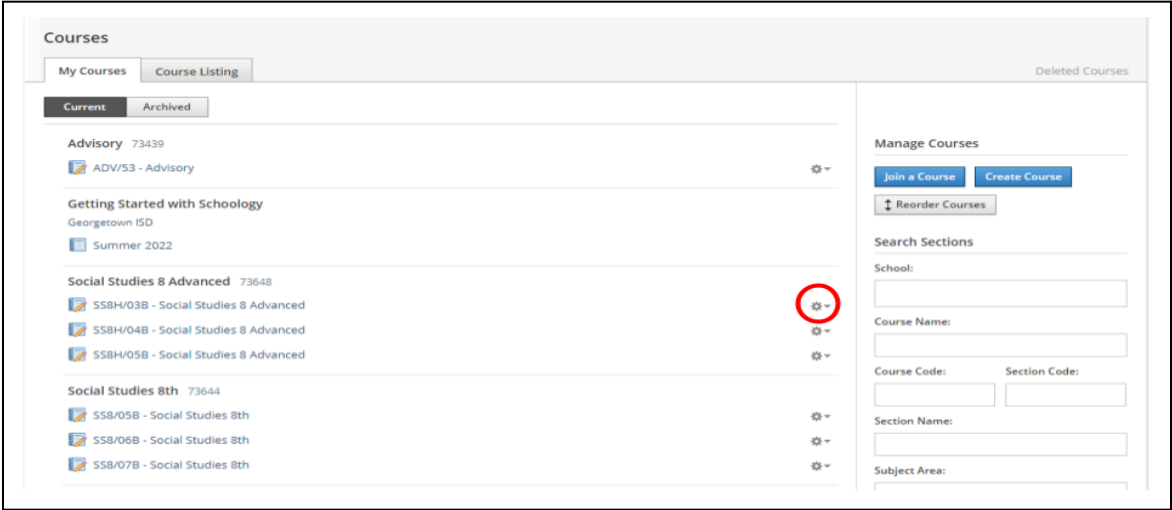
- While you are able to link sections at any point once the permission is enabled, we recommend that you only link sections **at the beginning of a school year**.
- When you begin linking sessions together, the main section is the one to which you link other sections. For example, Section 1 is the main copy, while Section 2 and Section 3 become "child sections" linked to the "main" Section 1. Those that get linked will set aside any existing materials, grade settings, and data. The linked sections then replace any existing materials and grade setup with that of the main section.
- If you need to unlink your linked sections at any point during the school year, be aware that if you separate two linked sections, only the main section retains the materials, setup, grades, and data.
- **Note:** When you link or unlink sections, student assignment submissions in the 'child section(s)' are not recoverable. As a safeguard against losing grade data for 'child sections', you are prompted to download a .csv spreadsheet file containing all the grade data for 'child sections'.

Linking Existing Sections Together

1. Before you proceed, consider changing the course picture in each of the sections you are about to link. . [Upload a picture to each section](#) that will help students know which course/section they are in. You can [create course pictures with Google Slides](#) or [Canva](#).
2. After updating your course pictures, click your **Courses** drop-down menu and select **My Courses**.



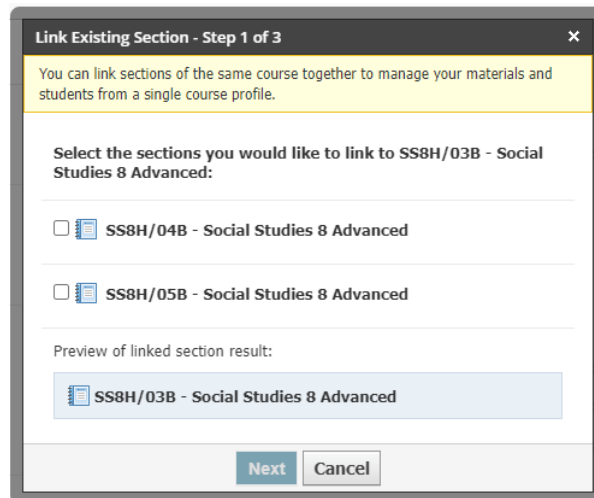
3. In your list of courses, click the gear icon to the right of the section you consider to be the "master section". If you have materials in both courses, the "master section" is the one that holds the materials and grades you would like to continue to use between the two sections.



4. Select **Link Existing Sections** from the dropdown.



5. Select the section(s) to link and click **Next**.



6. As a safeguard against losing grade data for child sections, you must select to download a grade export file for each section being linked. See the "Gradebook File Download when Linking or Unlinking Sections" instructions below for details.

7. Select the **Standard CSV spreadsheet** file type to download:

8. Click **Download and Next**.

9. Click **Link Sections**.

10. **A warning message displays:**

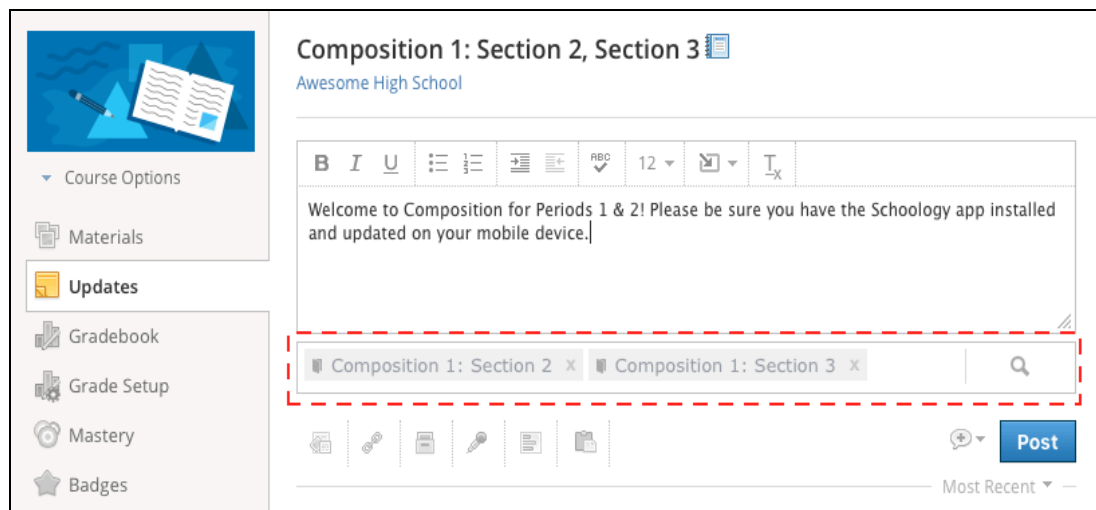
"Materials from (*section name*) will not be copied into: (*section name*). Once complete, the sections will share: grade setup, materials, and course profile (of the destination section). Member enrollments will still belong to their respective sections."

This means that the section for which you clicked the gear icon will be the master section—the linked sections will now all have access to and use the materials in that master section. This includes Course Materials and items in your Grade Setup (such as Grading Categories, Rubrics, etc). However, the original rosters of students when the sections were separate will remain the same after you link the sections.

11. Click **Link Sections**.

Making Announcements and Posting Updates in Linked Sections

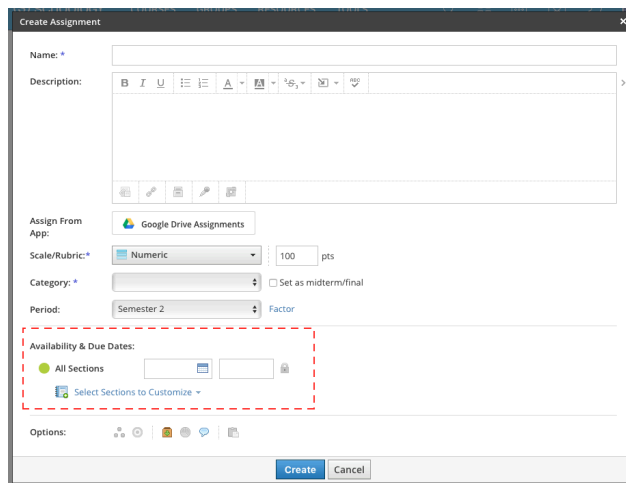
- When you link your sections together, you can send updates to all of your sections within a course at once. When you create an update, by default, the post will go to all of your sections. You can click the **x** next to each section name if you do not want that section to see your post.
- When you post an Update to linked sections, it will appear multiple times in your Updates area—once for each section you post to. However, the update only displays once for your students, for the section in which they're enrolled.



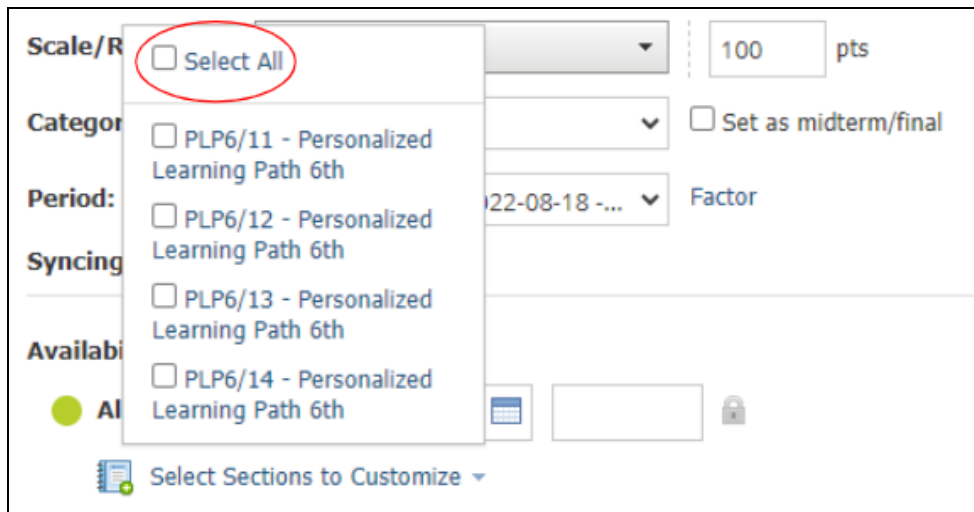
Adding & Customizing Materials in Linked Sections

- Linking sections enables you to manage your materials in one place. When you click **Add Materials** after linking your sections, the items you add to your course are added across all of the sections.
- To create identical items across the linked sections, simply click **Add Materials** and fill out the create form of your desired material type. Enter the due date in the date field next to All Sections.

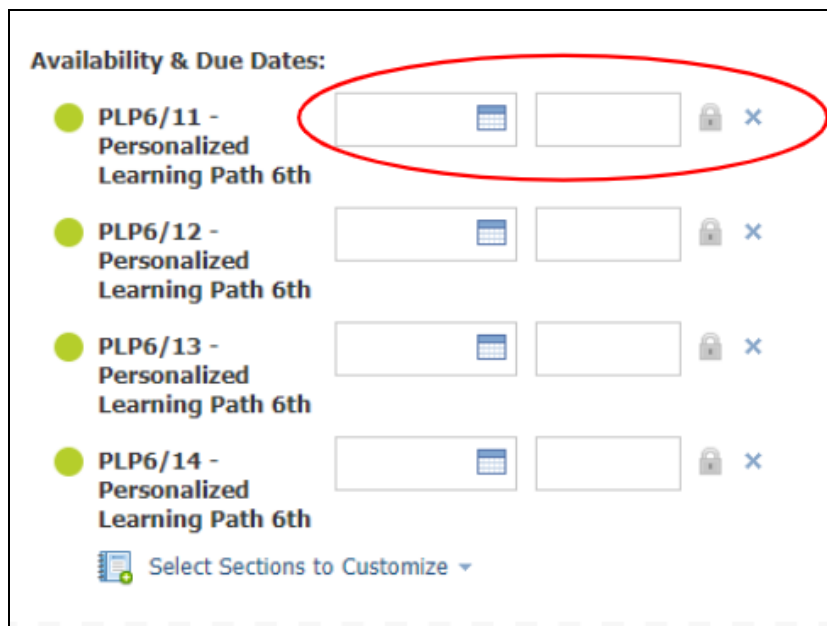
Customizing Materials in Linked Sections



- If you would like to differentiate the due date and availability of this item for each of your linked sections, click **Select Sections to Customize** below the Due Date field. Select the section(s) to customize and enter the Due Date for each section.
- If you would like to make an exception for one section to have its own due date (or time), click **Select Sections to Customize** and then check the desired section. Selecting a specific section will pull out that section's availability fields, and all the other sections are labeled Everyone Else:
- If you would like each section to have its own due date, check **Select All**

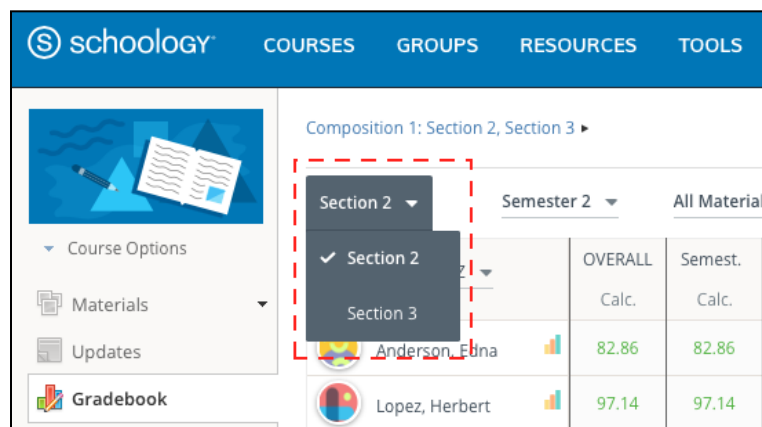


- You can give each section it's own due date and time



Grading in Linked Sections

- Courses with linked sections share the same Materials and Grade Setup. Everything else in your course, however, remains separate.
- In your other Course tools — the Gradebook, Mastery, Badges, Attendance, Members, Analytics, and Workload Planning areas — you'll have toggles to switch among different sections. These toggles appear near the top left of the page. For example, this screenshot of the Gradebook area in a course with linked sections shows the expanded drop-down menu you can use to toggle between linked sections in a course.



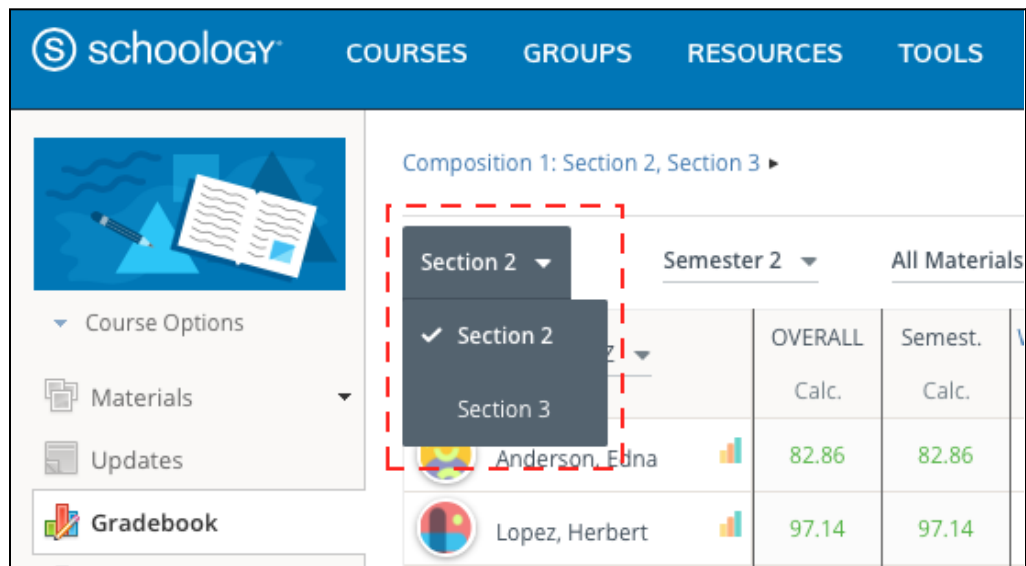
Setting Up Your Gradebook

- Grade Setup does not change at all once your sections are linked. This screen looks the same as it would if you did not link your sections, and all of the items you create here — grading

categories, grad scales, rubrics, and the settings you apply to your gradebook — will apply to all of the sections within this course.

Administering Grades

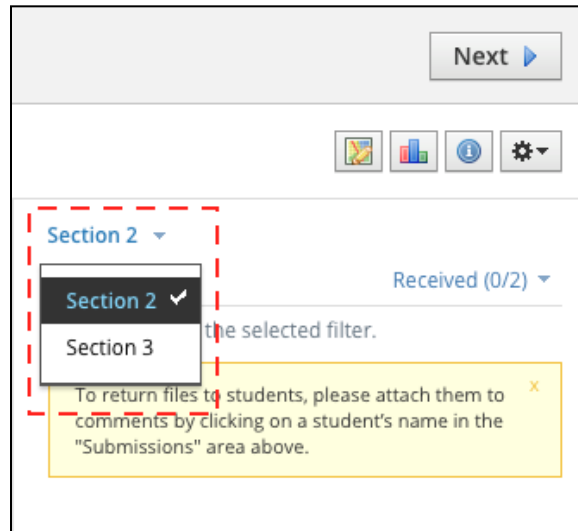
- You can grade your materials in Schoology from directly in the Gradebook, or from the item itself.
- Gradebooks across linked sections remain separate. You can use the toggle tool and drop-down menu to move among the gradebooks for your different linked sections:



- Similarly, you will see a toggle tool when grading from the item itself. Below you can see screenshots of this tool in the different types of materials:

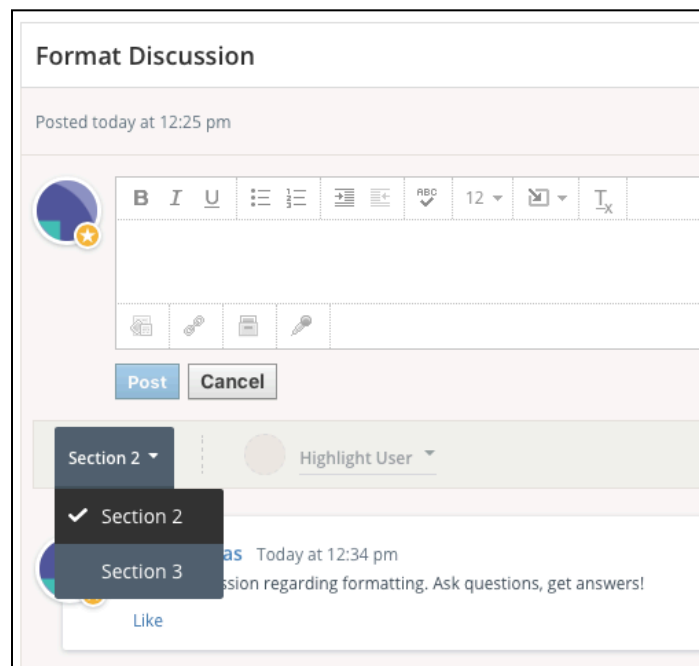
Assignments

- Open the assignment.
- In the Submissions column, select a section to see its list of student submissions.



Discussions

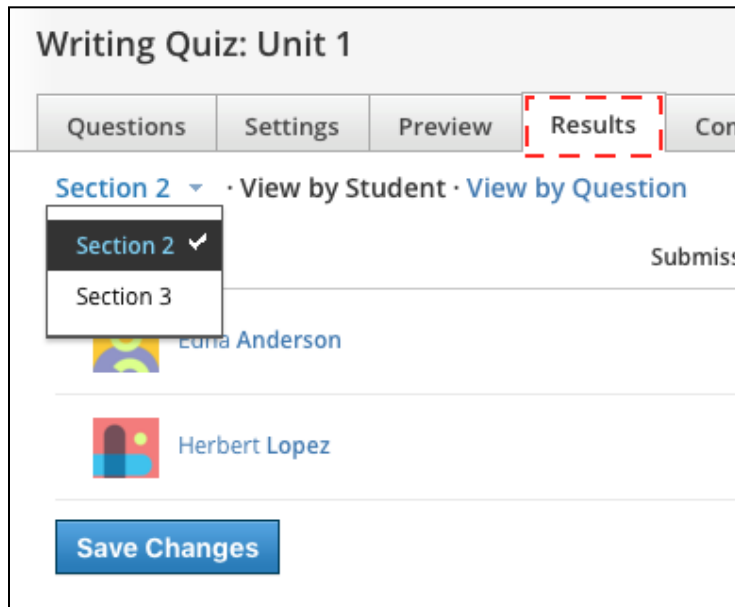
- Click the Discussion to open it from the **Materials** page.
- Use the toggle in the Discussion Toolbar to switch among the posts in the different sections.



Tests/Quizzes

- Open the test/quiz from the Materials page.

- Select the **Results** tab along the top.
- Use the section toggle at the top to switch among submissions for the different sections.



Assessments

- Open the Assessment from the Materials page.
- Select **Student Attempts**.
- Use the section toggle to switch among submissions for the different sections.

