Multiple Section Course Site Management

If teaching multiple sections of a course during a semester, it makes sense to use one Desire2Learn course site for all sections. The question that comes up over and over again is: “how do I see one section at a time in the different tools, especially the Gradebook?”

This document will cover the Gradebook, Email, Dropbox, and Quizzes will use screenshots to show how to display separate sections in the different tools.

Gradebook:

In the Gradebook go to Enter Grades. Below the Import/Export buttons is “View By:” and a button that says User. Change “User” to “Groups” by clicking on the arrows on the button. Then click on the Apply button.

Select the correct Section to be graded from the list (note this will show all groups in the course, including discussion groups) and then click on Apply.
This will reduce the number of students down to one section.

**Dropbox:**

Select the folder by clicking on the link. Once in the folder follow the steps outlined for the Gradebook to view by section.

**Quizzes:**

Select the *Grade Quiz option* on the dropdown next to the title of the quiz. Once on the grading screen follow the steps outlined for the Gradebook to view by section.

**Email:**

Begin by going to Email and then clicking on the *Address Book* button.

Next click on the arrow next to *Filter By* and select the section that is to receive the email.

Once the section is selected, the list of students will include only one section and the email can be addressed to those students who should receive the email.