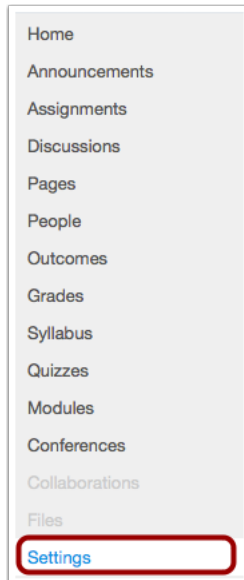


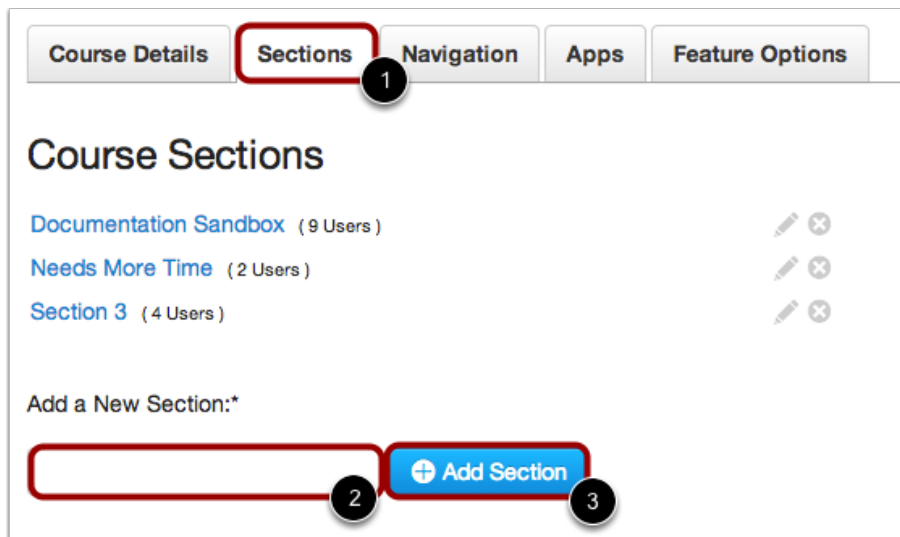
# Set up Canvas For a Student With an Incomplete

## Locate Settings



In Course Navigation, click the **Settings** link.

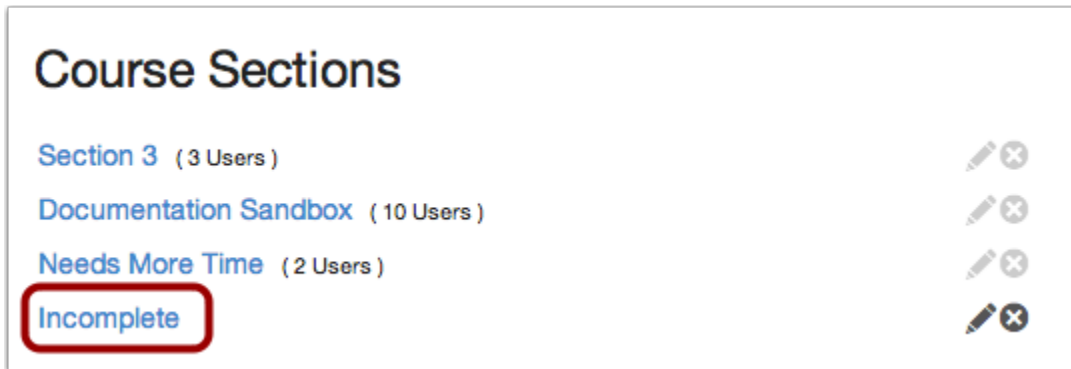
## View Sections



Click the **Sections** tab to add a new section [1]. Name the section [2] and click the **Add Section** button [3].

**Note:** Remember, each section will share the same course content and assignments. After creating a section, you can click on the section to define start and end dates for that section.

## View Section

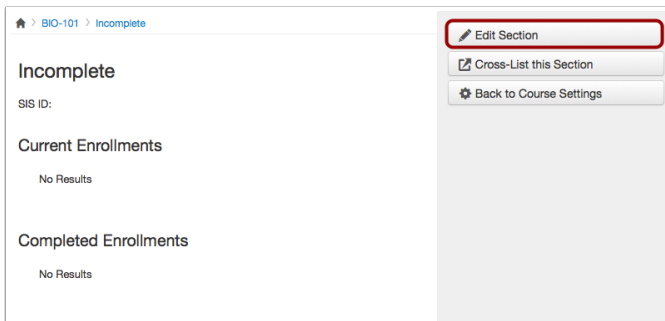


**Course Sections**

- Section 3 ( 3 Users )
- Documentation Sandbox ( 10 Users )
- Needs More Time ( 2 Users )
- Incomplete**

Click the section name to view the section.

## Edit Section



Home > BIO-101 > Incomplete

**Incomplete**

SIS ID:

Current Enrollments

No Results

Completed Enrollments

No Results

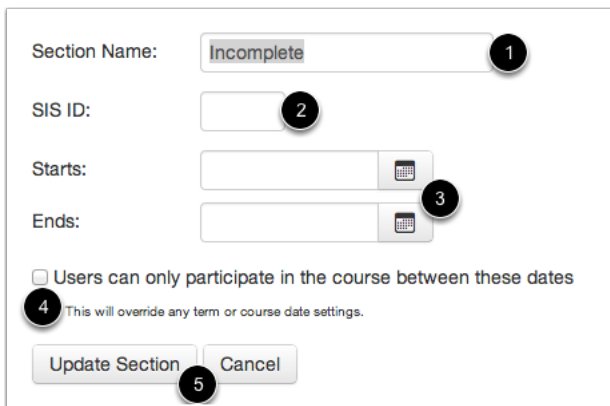
**Edit Section**

Cross-List this Section

Back to Course Settings

Click the **Edit Section** button to define start and end dates.

## Edit Section Details



Section Name:  1

SIS ID:  2

Starts:  3

Ends:  3

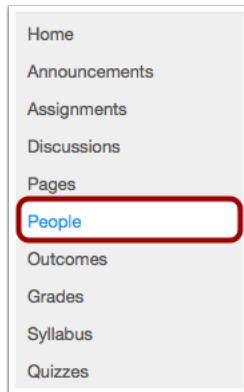
Users can only participate in the course between these dates

4 This will override any term or course date settings.

5

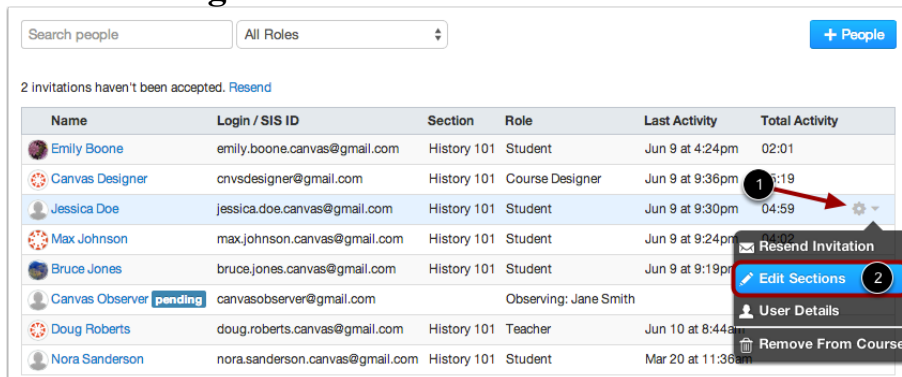
Add a section name (1), then add start / end dates (3). Check the box Users can only participate in the course between these dates (4). Then click **Update Section**.

## Add Student To New Section – Access People



In Course Navigation, click the **People** link.

## Click Settings Icon

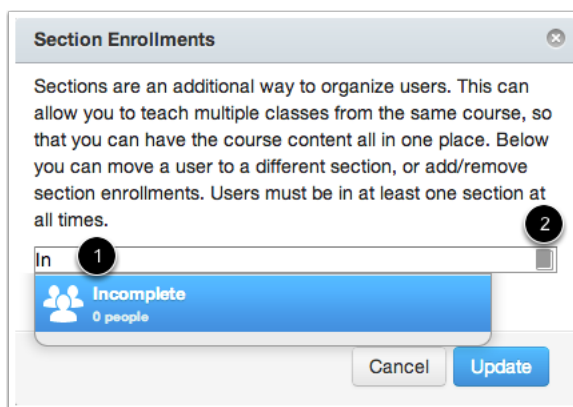


The screenshot shows the 'People' page interface. At the top, there is a search bar labeled 'Search people' and a dropdown menu for 'All Roles'. A '+ People' button is in the top right. Below this, a message states '2 Invitations haven't been accepted. Resend'. A table lists users with columns for Name, Login / SIS ID, Section, Role, Last Activity, and Total Activity. The user 'Jessica Doe' is highlighted. A settings menu is open for her, with 'Edit Sections' circled in red and labeled '2'. A red arrow points to the settings icon for 'Jessica Doe' labeled '1'.

Name	Login / SIS ID	Section	Role	Last Activity	Total Activity
Emily Boone	emily.boone.canvas@gmail.com	History 101	Student	Jun 9 at 4:24pm	02:01
Canvas Designer	cnvsdesigner@gmail.com	History 101	Course Designer	Jun 9 at 9:36pm	03:19
Jessica Doe	jessica.doe.canvas@gmail.com	History 101	Student	Jun 9 at 9:30pm	04:59
Max Johnson	max.johnson.canvas@gmail.com	History 101	Student	Jun 9 at 9:24pm	03:02
Bruce Jones	bruce.jones.canvas@gmail.com	History 101	Student	Jun 9 at 9:19pm	03:02
Canvas Observer	pending canvasobserver@gmail.com		Observing: Jane Smith		
Doug Roberts	doug.roberts.canvas@gmail.com	History 101	Teacher	Jun 10 at 8:44am	03:02
Nora Sanderson	nora.sanderson.canvas@gmail.com	History 101	Student	Mar 20 at 11:36am	03:02

Locate the student you want to add to a section and click the **Settings** icon [1]. Click the **Edit Sections** [2] option.

## Find Section



The 'Section Enrollments' dialog box contains the following text: '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.' Below the text is an 'In' field with a dropdown arrow, labeled '1'. Below the field is a blue bar with a person icon, the text 'Incomplete', and '0 people', labeled '2'. At the bottom are 'Cancel' and 'Update' buttons.

Find the section to add the student to. You can type the section name [1] or use the address book [2] to find the section.

## Add Section Enrollments

**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.

Enter a section name

Documentation Sandbox - Student

Incomplete

Cancel Update

You don't need to remove the student from his or her original section to have them enrolled in the section. Click the **Update** button to save your changes. The student will need to accept the invitation for the section before accessing it.

Be sure to add your self to the new section as well, so you can continue to grade the student submissions.