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## Canvas Course Manager

ALA225 001 SU 2020

### Gradebook Tools



**Canvas Gradebook**

Trim the gradebook from Canvas



**Third Party Gradebook**

Trim the gradebook from a third party to correct format

### Users



**Add U-M Users**

Add U-M users to your available sections



**Add Non-UM Users**

Enroll non-UM users to your available sections

### Sections



**Merge Sections**

Combine sections taught by yourself or others into the Canvas site for easier management



**Add Sections**

Add sections through csv files into your own course

### Need Help?

Visit

[Canvas Course Manager Feature Page](#)

Contact

[ITS Service Center](#)

Call

734-764-HELP (4357)



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Canvas Course Manager > Add Sections

## Add Multiple Sections

### Upload your CSV file

**Requirement:** Your file should include section ID and course name with section number.  
[View a CSV File Example.](#)



Drag and drop or [browse your files](#)

### Need Help?

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Canvas Course Manager > Add Sections

## Add Multiple Sections

CSV file: NAME\_OF\_CLASS

[csv file example](#)

	id	name
17	1234test	section 001
	invalid section id	
21	253627	se
		invalid section name

## Review your CSV file



There are errors in your file!  
Correct the file first and [upload again](#).

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Canvas Course Manager > Add Sections

### Add Multiple Sections

CSV file: NAME\_OF\_CLASS

[csv file example](#)

	id	name
17	1234test	section 001
	invalid section id	
21	253627	

	id	name
1	123456	ALA 225 Summer Section 001
	only number	course name term section number

### Review your CSV file



There are errors in your file!  
Delete the file first and [upload again](#).

### Need Help?

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[Canvas Course Manager  
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Canvas Course Manager > Add Sections

### Add Multiple Sections

CSV file: NAME\_OF\_CLASS [csv file example](#)

	id	name
1	123475	Summer Section 001
2	253627	Summer Section 002
3	234276	Summer Section 003
4	253627	Summer Section 004
5	253627	Summer Section 005

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**Need Help?**  
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[ITS Service Center](#)  
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734-764-HELP (4357)

### Review your CSV file



Your NAME\_OF\_CLASS file is valid!  
If this is the right file you want to upload  
click Submit File

Cancel Submit File

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Canvas Course Manager > Add Sections

## Add Multiple Sections



New sections have been added!  
This may take several minutes to appear in the Canvas Setting.

See your sections in the Canvas Setting



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### Validate Links in Content