



ALA 225 > ALA 225



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## Canvas Course Manager

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### 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?

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Settings

Canvas Course Manager > Merge Sections

## Merge Sections

Course name, username...

Search by

Search

< 1 2 3 ... 10 >>

### Other sections of this course

Select All

Sort By

☐ ALA 225 Summer 2020 Section 105 252 users

☐ ALA 225 Summer 2020 Section 106 34 users

☐ ALA 225 Summer 2020 Section 107 246 users

☐ ALA 225 Summer 2020 Section 108 56 users

☐ ALA 225 Summer 2020 Section 109 252 users

< 1 >>

### Prepared to merge (0)

Go merge

ALA 225 Summer 2020 Section 201 252 users

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Canvas Course Manager > Merge Sections

## Merge Sections

< 1 2 3 ... 10 > >>

Other sections of this course ☒ all

☒ ALA 225 Summer 2020 Section 105 252 users

☒ ALA 225 Summer 2020 Section 106 34 users

☒ ALA 225 Summer 2020 Section 107 246 users

☒ ALA 225 Summer 2020 Section 108 56 users

☒ ALA 225 Summer 2020 Section 109 252 users

< 1 > >>

Prepared to merge (0)

ALA 225 Summer 2020 Section 201 252 users

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Canvas Course Manager > Merge Sections

## Merge Sections

Search by Search

< 1 2 3 ... 10 >>

Other sections of this course

(3)

Add

<input type="checkbox"/>	ALA 225 Summer 2020 Section 105	252 users
<input checked="" type="checkbox"/>	ALA 225 Summer 2020 Section 106	34 users
<input checked="" type="checkbox"/>	ALA 225 Summer 2020 Section 107	246 users
<input checked="" type="checkbox"/>	ALA 225 Summer 2020 Section 108	56 users
<input type="checkbox"/>	ALA 225 Summer 2020 Section 109	252 users

< 1 >>

Prepared to merge (0)

Go merge

ALA 225 Summer 2020 Section 201	252 users
---------------------------------	-----------

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Canvas Course Manager > Merge Sections

## Merge Sections

< 1 2 3 ... 10 >>

Other sections of this course ☐ Select All

<input type="checkbox"/>	ALA 225 Summer 2020 Section 105	252 users
<input checked="" type="checkbox"/>	ALA 225 Summer 2020 Section 106	34 users
<input checked="" type="checkbox"/>	ALA 225 Summer 2020 Section 107	246 users
<input checked="" type="checkbox"/>	ALA 225 Summer 2020 Section 108	56 users
<input type="checkbox"/>	ALA 225 Summer 2020 Section 109	252 users

Prepared to merge (3)

Go merge

ALA 225 Summer 2020 Section 201	252 users
<input type="button" value="undo"/> ALA 225 Summer 2020 Section 106	34 users
<input type="button" value="undo"/> ALA 225 Summer 2020 Section 107	246 users
<input type="button" value="undo"/> ALA 225 Summer 2020 Section 108	56 users

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Canvas Course Manager > Merge Sections

## Merge Sections

< 1 2 3 ... 10 >>

Other sections of this course

☐ Select All

Sort By

<input type="checkbox"/>	ALA 225 Summer 2020 Section 105	252 users
<input checked="" type="checkbox"/>	ALA 225 Summer 2020 Section 106	34 users
<input checked="" type="checkbox"/>	ALA 225 Summer 2020 Section 107	246 users
<input checked="" type="checkbox"/>	ALA 225 Summer 2020 Section 108	56 users
<input type="checkbox"/>	ALA 225 Summer 2020 Section 109	252 users

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< 1 >>

Prepared to merge (3)

ALA 225 Summer 2020 Section 201	252 users
<input type="button" value="undo"/> ALA 225 Summer 2020 Section 106	34 users
<input type="button" value="undo"/> ALA 225 Summer 2020 Section 107	246 users
<input type="button" value="undo"/> ALA 225 Summer 2020 Section 108	56 users



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Canvas Course Manager > Merge Sections

## Merge Sections

Search by

Search

< 1 2 3 ... 10 > »

Other sections of this course			<input type="checkbox"/> Select All	Sort By
<input type="checkbox"/>	ALA 225 Summer 2020 Section 105	252 users		
<input checked="" type="checkbox"/>	ALA 225 Summer 2020 Section 106	34 users		
<input type="checkbox"/>	ALA 225 Summer 2020 Section 107	246 users		
<input checked="" type="checkbox"/>	ALA 225 Summer 2020 Section 108	56 users		
<input type="checkbox"/>	ALA 225 Summer 2020 Section 109	252 users		

< 1 > »

Prepared to merge (2)		Go merge
	ALA 225 Summer 2020 Section 201	252 users
undo	ALA 225 Summer 2020 Section 106	34 users
undo	ALA 225 Summer 2020 Section 108	246 users

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Canvas Course Manager > Merge Sections

### Merge Sections

course Search

< 1 >>

Search results

Select All

Sort By

☐ ALA 521 Summer 2020 Section 002

34 users

☐ ALA 521 Summer 2020 Section 004

56 users

☐ ALA 521 Summer 2020 Section 001

246 users

☐ ALA 521 Summer 2020 Section 003

56 users

< 1 >>

Prepared to merge (2)

Go merge

undo

ALA 225 Summer 2020 Section 201

252 users

undo

ALA 225 Summer 2020 Section 106

34 users

undo

ALA 225 Summer 2020 Section 108

246 users

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Canvas Course Manager > Merge Sections

### Merge Sections

course

Search

< 1 >

Search results		<input type="checkbox"/> Select All	Sort By
<input type="checkbox"/>	ALA 521 Summer 2020 Section 002		
<input type="checkbox"/>	ALA 521 Summer 2020 Section 004		
<input type="checkbox"/>	ALA 521 Summer 2020 Section 001		246 users
<input type="checkbox"/>	ALA 521 Summer 2020 Section 003		56 users

Users amount

34 users

Alpha: A - Z

Alpha: Z - A

Unmerged only

< 1 >

Prepared to merge (2)		Go merge
	ALA 225 Summer 2020 Section 201	252 users
undo	ALA 225 Summer 2020 Section 106	34 users
undo	ALA 225 Summer 2020 Section 108	246 users

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Canvas Course Manager > Merge Sections

## Merge Sections

course Search

< 1 >>

Search results		
<input type="checkbox"/> Select All		
Sort By		
<input type="checkbox"/>	ALA 521 Summer 2020 Section 001	252 users
<input type="checkbox"/>	ALA 521 Summer 2020 Section 002	34 users
<input type="checkbox"/>	ALA 521 Summer 2020 Section 003	246 users
<input type="checkbox"/>	ALA 521 Summer 2020 Section 004	56 users

### Prepared to merge (2) Go merge

<span>undo</span>	ALA 225 Summer 2020 Section 201	252 users
<span>undo</span>	ALA 225 Summer 2020 Section 106	34 users
<span>undo</span>	ALA 225 Summer 2020 Section 108	246 users

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Canvas Course Manager > Merge Sections

## Merge Sections

ALA 521 course Search

< 1 > >>		
Search results	(2)	Add
<input type="checkbox"/>	ALA 521 Summer 2020 Section 001	252 users
<input checked="" type="checkbox"/>	ALA 521 Summer 2020 Section 002	34 users
<input type="checkbox"/>	ALA 521 Summer 2020 Section 003	246 users
<input checked="" type="checkbox"/>	ALA 521 Summer 2020 Section 004	56 users

< 1 > >>

Prepared to merge (2)	Go merge
ALA 225 Summer 2020 Section 201	252 users
undo ALA 225 Summer 2020 Section 106	34 users
undo ALA 225 Summer 2020 Section 108	246 users

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## Merge Sections

course Search

< 1 >>

Search results		<input type="checkbox"/> Select All	Sort By
<input type="checkbox"/>	ALA 521 Summer 2020 Section 001	252 users	
<input checked="" type="checkbox"/>	ALA 521 Summer 2020 Section 002	34 users	
<input type="checkbox"/>	ALA 521 Summer 2020 Section 003	246 users	
<input checked="" type="checkbox"/>	ALA 521 Summer 2020 Section 004	56 users	

Prepared to merge (4) Go merge

ALA 225 Summer 2020 Section 201	252 users
<span>undo</span> ALA 225 Summer 2020 Section 106	34 users
<span>undo</span> ALA 225 Summer 2020 Section 108	246 users
<span>undo</span> ALA 521 Summer 2020 Section 002	34 users
<span>undo</span> ALA 521 Summer 2020 Section 003	246 users

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Canvas Course Manager > Merge Sections

## Merge Sections

course Search

< 1 >>

Search results		<input type="checkbox"/> Select All	Sort By
<input type="checkbox"/>	ALA 521 Summer 2020 Section 001	252 users	
<input checked="" type="checkbox"/>	ALA 521 Summer 2020 Section 002	34 users	
<input type="checkbox"/>	ALA 521 Summer 2020 Section 003	246 users	
<input checked="" type="checkbox"/>	ALA 521 Summer 2020 Section 004	56 users	

### Prepared to merge (4) Go merge

ALA 225 Summer 2020 Section 201		252 users
<span>undo</span>	ALA 225 Summer 2020 Section 106	34 users
<span>undo</span>	ALA 225 Summer 2020 Section 108	246 users
<span>undo</span>	ALA 521 Summer 2020 Section 002	34 users
<span>undo</span>	ALA 521 Summer 2020 Section 003	246 users

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Canvas Course Manager > Merge Sections

## Merge Sections

My Sections < 1 >>

Sort By

ALA 225 Summer 2020 Section 201	252 users
ALA 225 Summer 2020 Section 106	unmerge 34 users
ALA 225 Summer 2020 Section 108	unmerge 246 users
ALA 521 Summer 2020 Section 002	unmerge 34 users
ALA 521 Summer 2020 Section 003	unmerge 246 users

Sections have been merged!

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Canvas Course Manager > Merge Sections

## Merge Sections

My Sections < 1 > »		Sort By
ALA 225 Summer 2020 Section 201		252 users
ALA 225 Summer 2020 Section 106	unmerge	34 users
ALA 225 Summer 2020 Section 108	unmerge	246 users
ALA 521 Summer 2020 Section 002	unmerge	34 users
ALA 521 Summer 2020 Section 003	unmerge	246 users

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### Merge Sections

My Sections < 1 > >>

Sort By

ALA 225 Summer 2020 Section 201	252 users
ALA 225 Summer 2020 Section 106	unmerge 34 users
ALA 521 Summer 2020 Section 002	unmerge 34 users
ALA 521 Summer 2020 Section 003	unmerge 246 users

Section has been unmerged!

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## Merge Sections

My Sections < 1 > »

Sort By

ALA 225 Summer 2020 Section 201	252 users
ALA 225 Summer 2020 Section 106	unmerge 34 users
ALA 521 Summer 2020 Section 002	unmerge 246 users
ALA 521 Summer 2020 Section 003	unmerge 34 users

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### Merge Sections

< 1 2 3 ... 10 >>

Other sections of this course

☐ Select All

Sort By

<input type="checkbox"/>	ALA 225 Summer 2020 Section 105	252 users
<input type="checkbox"/>	ALA 225 Summer 2020 Section 107	246 users
<input type="checkbox"/>	ALA 225 Summer 2020 Section 108	56 users
<input type="checkbox"/>	ALA 225 Summer 2020 Section 109	252 users

Prepared to merge (0)

Go merge

ALA 225 Summer 2020 Section 201	252 users
ALA 225 Summer 2020 Section 106	unmerge
ALA 521 Summer 2020 Section 002	unmerge
ALA 521 Summer 2020 Section 003	unmerge

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## Merge Sections

Search by

Search

< 1 2 3 ... 10 >>

Other sections of this course ☐ Select All Sort By

<input type="checkbox"/>	ALA 225 Summer 2020 Section 105	252 users
<input type="checkbox"/>	ALA 225 Summer 2020 Section 107	246 users
<input type="checkbox"/>	ALA 225 Summer 2020 Section 108	56 users
<input type="checkbox"/>	ALA 225 Summer 2020 Section 109	252 users
<input type="checkbox"/>	ALA 521 Summer 2020 Section 003	56 users

< 1 >>

Prepared to merge (0)

ALA 225 Summer 2020 Section 201	252 users
ALA 225 Summer 2020 Section 106	<input type="button" value="unmerge"/>
ALA 521 Summer 2020 Section 002	<input type="button" value="unmerge"/>

Section has been unmerged!

X

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## Merge Sections

< 1 2 3 ... 10 >

Other sections of this course ☐ Select All

<input type="checkbox"/>	ALA 225 Summer 2020 Section 105	252 users
<input type="checkbox"/>	ALA 225 Summer 2020 Section 107	246 users
<input type="checkbox"/>	ALA 225 Summer 2020 Section 108	56 users
<input type="checkbox"/>	ALA 225 Summer 2020 Section 109	252 users
<input type="checkbox"/>	ALA 521 Summer 2020 Section 003	56 users

Prepared to merge (0)

ALA 225 Summer 2020 Section 201	252 users
ALA 225 Summer 2020 Section 106	<input type="button" value="unmerge"/>
ALA 521 Summer 2020 Section 002	<input type="button" value="unmerge"/>

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