Using BIOL 1040 as an example:

- Click on your course in the My Canvas Courses portion of the MyBGSU portal:

- This will take you to the course shell for the course. Click “Settings”:
And then click the “Sections” tab. This will display the section(s) that are included in the course shell. If you see a 3000-series section, it is an indication that the course is involved in a link. The 3000-series section is the section in which seats for new freshmen have been “reserved”. If a corresponding 1000-series section is displayed it means that not all of the seats have been reserved for new freshmen – that section is considered “general availability” and can have a mix of continuing students as well as new freshmen whose link does not include the course you are teaching.

Clicking on any of the sections listed will display a list of the students enrolled in that section.

In order to see a consolidated listing of all students enrolled in the course, click the “People” link in the left sidebar (indicated by the green oval above).

Any work you do in the course shell will apply to all of the sections listed in the Course Sections window.

**NOTE:** It is important to not delete any of the course sections displayed in the window.