Using BIOL 1040 as an example:

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

  ![Canvas Course Shell]

- This will take you to the course shell for the course. Click “Settings”:

  ![Canvas Course Settings]

- If the course is unpublished, you may need to set it as published to view it.

  ![Unpublished Course]

- After setting the course as published, you should be able to see all the course content and activities.
• 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.