

Linking Courses Together in Schoology

Important Information About Linking Sections

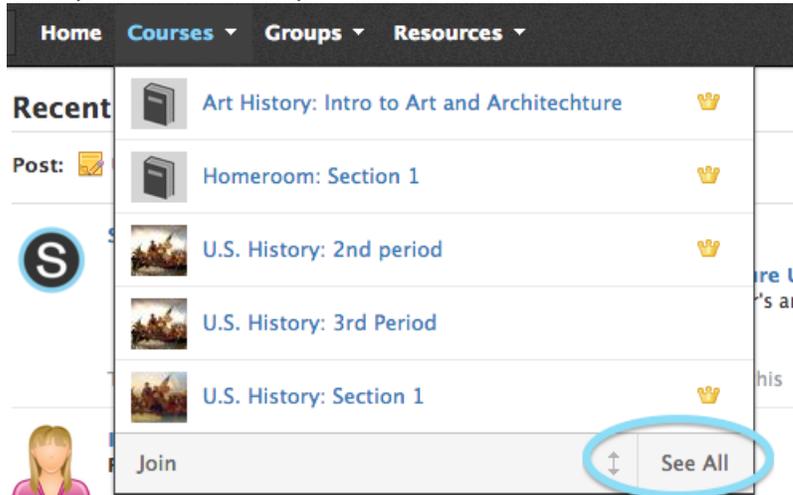
1. While you are able to link sections at any point once the permission is enabled, we recommend that you only link sections **at the beginning of a school year**. When you begin linking sections together, the master section is the one that you link other sections to. Those that get linked will set aside any existing materials, grade settings, and data. The linked sections then replace any existing materials and grade setup with that of the master section.
2. If you need to unlink your linked sections at any point during the school year, be aware that if you separate two linked sections, **only the master section retains the materials, setup, grades, and data**. Scroll down to [Unlinking Sections](#) for additional information.
3. In order to link your sections:
 - The sections must be within the same Course.
 - The sections must be associated with the same grading period.
 - Enrollment must be unique across the linked sections. There cannot be any overlap in the students.
 - The sections must have the same Course Admins.

How to Link Sections:

If you are a course admin who has been given the **Link sections** permission by your system admin, and your sections meet the prerequisites outlined above, you can link your existing sections together by following these steps.

Linking Existing Sections Together

1. Click your **Courses** drop-down menu and select **See All**.



2. In your list of courses, click the gear icon to the right of the section you consider to be the "master section". If you have materials in both courses, the "master section" is the one that holds the materials and grades you would like to continue to use between the two sections.
3. Select **Link Existing Sections** from the dropdown.
4. Select the section(s) to link.
5. Click **Link Sections**.
6. A warning message displays that says :

“You are about to link the following sections to [Section Name]. Note: Materials from these sections **will not** be copied into [Section Name]. Once complete, the sections will share grade setups, materials and the profile of the destination section, however, member enrollments will still belong to their respective sections”.

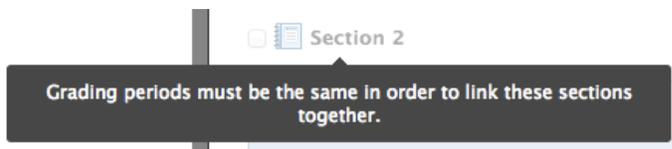
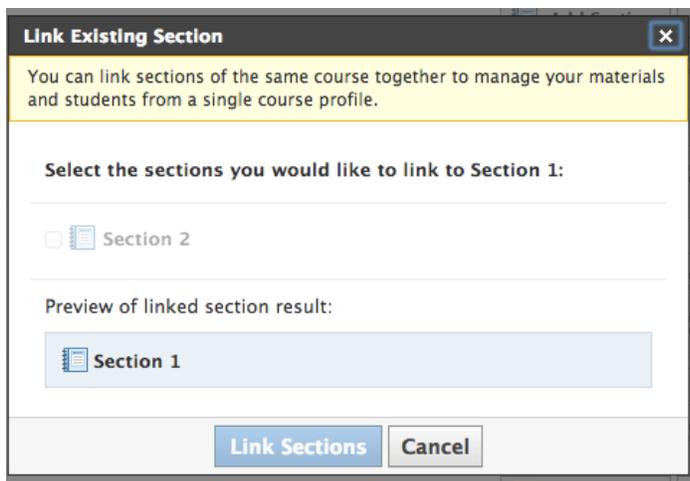
This means that the section for which you clicked the gear icon will be the master section - the linked sections will now all have access to and use the materials in that master section. This includes Course Materials and items in your Grade Setup (such as Grading Categories, Rubrics, etc). However, the original rosters of students when the sections were separate will remain the same after you link the sections

7. Click **Link Sections**.

Note: In order to link your sections:

- The sections must be within the same Course.
- The sections must be associated with the same grading period.
- Enrollment must be unique across the linked sections. There cannot be any overlap in the students.
 - The sections must have the same Course Admins.

If any of these prerequisite are not met, the other section(s) will be grayed out. If you hover your mouse over the grayed-out section, you will see a tooltip explaining the root cause of the issue.



How to Use Linked Sections

Linked sections share the same Materials and the same Grade Setup. All other areas of the course are separate, but as the Course Admin you are able to toggle between sections in each area.

- Creating material in linked sections
- Using Course tools in linked sections
 - Course tools include: Gradebook, Mastery, Attendance, Members, Analytics, Workload Planning and course-level Apps.

- Grading in Linked Sections

Creating Material in Linked Sections

Linking sections enables you to manage your materials in one place. When you click **Add Materials** after linking your sections, the items you add to your course are added across all of the sections.

To create identical items across the linked sections, simply clicking **Add Materials** and fill out the create form of your desired Material type as usual. Enter the due date in the date field next to **All Sections**.

The screenshot shows the 'Create Assignment' dialog box. The 'Name' field is empty. The 'Description' field has a rich text editor with a toolbar containing bold, italic, underline, bulleted list, numbered list, text color, background color, link, unlink, and undo. Below the description are icons for adding content. The 'Scale/Rubric' is set to 'Numeric' with a value of '100' and 'pts'. The 'Category' is 'Homework' and there is a checkbox for 'Set as midterm/final'. The 'Period' is '2014-15: Sem 2' with a 'Factor' link. The 'Availability & Dates' section is highlighted with a blue border and contains a radio button for 'All Sections' with an adjacent date field and a lock icon, and a link for 'Select Sections to Customize'. The bottom of the dialog has an 'Advanced' section with several icons and 'Create' and 'Cancel' buttons.

Customizing Sections

However, if you would like to differentiate the due date and availability of this item for each of your linked sections, click **Select Sections to Customize** below the **Due Date** field. Select the section(s) to customize and enter the Due Data for each section. If you would like to make an exception for one section to have its own due date (or time), click **Select Sections to Customize** and then check the desired section. Selecting a specific section will pull out that section's availability fields, and all the other sections are labeled **Everyone Else**:

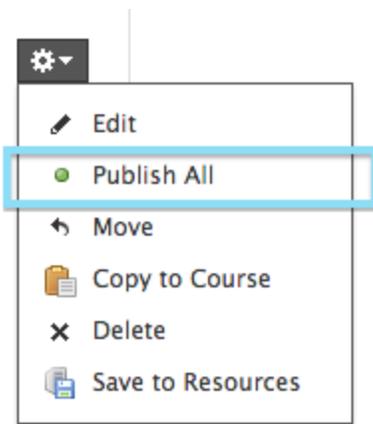
The screenshot displays a configuration interface for an assessment item. On the left sidebar, a list of units is visible: Unit 1: N, Unit 2: L, Unit 3: T, Unit 4: T, Unit 5: T, DBQ Out, and Final Exa. The main configuration area includes the following fields:

- Scale/Rubric:** Numeric (dropdown), 100 pts (input field)
- Category:** Writing (dropdown), Set as midterm/final (checkbox)
- Period:** 2014-15: Sem 2 (dropdown), Factor (text)
- Availability & Dates:**
 - All Sections (radio button)
 - Select Sections to Customize (radio button, highlighted by a mouse cursor)
- Advanced:** A row of icons including a gear, a target, a calendar, a pie chart, a speech bubble, and a document.

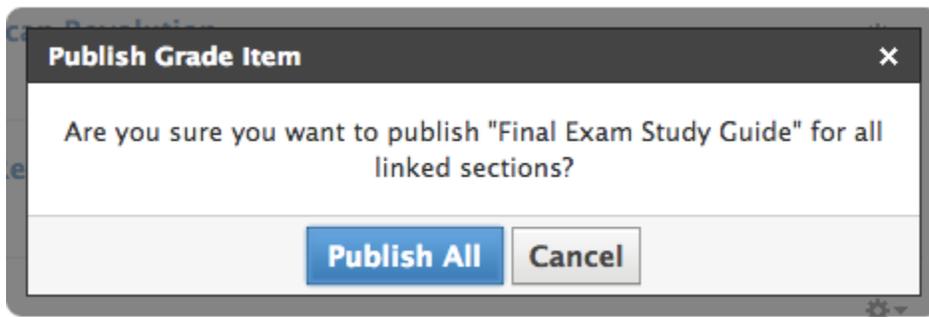
At the bottom of the interface are two buttons: **Create** and **Cancel**.

If you would like each section to have its own, check **Select All**, as in the example below.

A Note about Availability of Materials in Linked Sections: If you publish items from the gear icon drop-down menu on the Materials page you are publishing the item to all sections, you are not able to customize availability.



You will receive the message "Are you sure you want to publish [material title] for all linked sections?"



Using Course Tools in Linked Sections

Courses with linked sections share the same Materials and Grade Setup. Everything else in your course, however, is kept separate.

In your other Course tools - the Gradebook, Mastery, Badges, Attendance, Members, Analytics, and Workload Planning areas, you'll have toggles to switch among different sections. These toggles appear near the top left of the page.

For example, this screenshot of the **Gradebook** area in a course with linked sections shows the expanded drop-down menu you can use to toggle between linked sections in a course.

U.S. History: Section 1, Section 2, Secti ...

Gradebook ▾ Section 1 ▾ 2014-2015 ▾ All Categ

All members (20)		Overall	2014
	Carter, Da	A 90%	9
	Goddard, Kateynn	B 78.5%	78
	Gordon, Francesca	B 85%	8

This same drop-down menu appears in the Mastery, Badges, Attendance, Members, Analytics and Workload Planning areas as well:

Section 1 ▾

- Section 1 ✓
- Section 2
- Section 3
- Section 4

Grading in Linked Sections

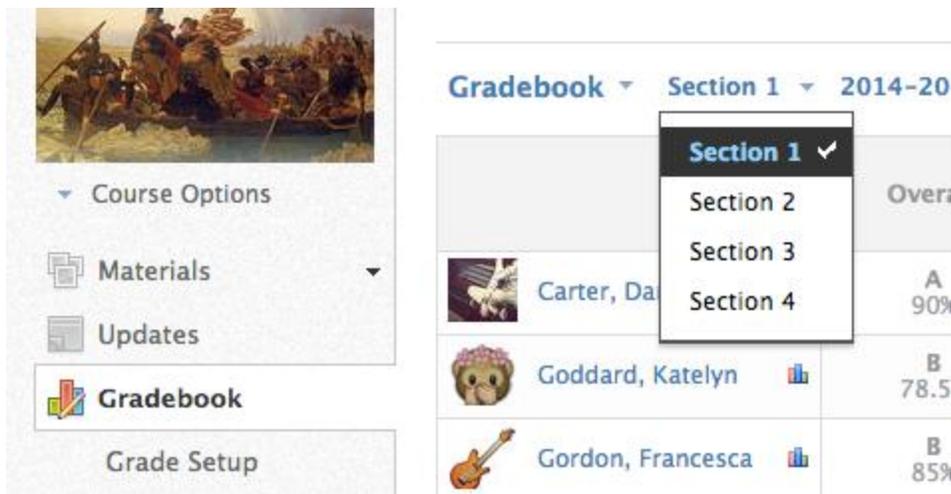
Setting Up Your Gradebook

Grade Setup does not change at all once your sections are linked. This screen looks the same as it would if you did not link your sections, and all of the items you create here - grading categories, grad scales, rubrics, and the settings you apply to your gradebook - will apply to all of the sections within this course.

Administering Grades

Grading in Schoology can happen within the Gradebook or from the item itself.

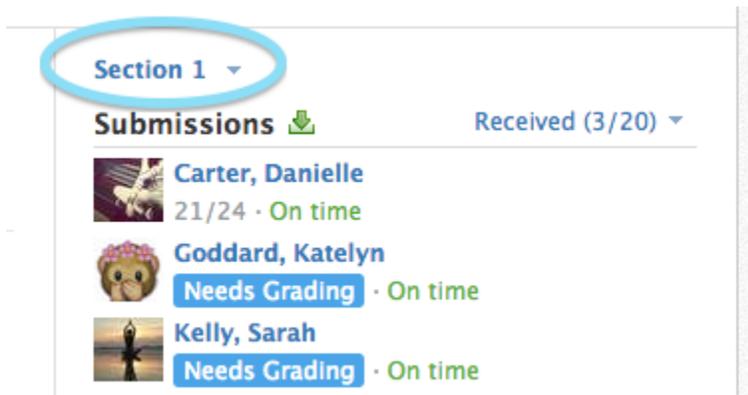
Gradebooks across linked sections will still be kept separate. You can use the toggle tool and drop-down menu to move between the Gradebooks for your different linked sections:



Similarly, you will see a toggle tool when grading from the item itself. Below you can see screenshots of this tool in the different types of materials:

Assignments:

1. Open the assignment
2. In the Submissions column on the right, select the correct Section to see the desired list of students' submissions



Section 1 ▾

Submissions  Received (3/20) ▾

 **Carter, Danielle**
21/24 · On time

 **Goddard, Katelyn**
Needs Grading · On time

 **Kelly, Sarah**
Needs Grading · On time

Discussions

1. Click on the Discussion to open it from the Materials page.
2. Use the toggle in the Discussion Toolbar at the top to switch between the different sections' posts.



U.S. History: Section 1, Section 2, Secti ... ▸ Discussions

How did Manifest Destiny shape the American West?

Point to specific examples in the readings we have covered in Unit 4 for evidence.

Posted today at 9:35 am

 Write a comment

Section 1 ▾ Highlight User ▾ 1 Post  1

 **Danielle Carter** Today at 9:50 am
In many ways, Manifest Destiny is a continuation of the rhetoric and ideas of th
Americans were destined, by God, to govern the North American continent. Thi
culture, and religious belief it implied, had deep roots in American culture. In 1
colonies declared independence, said that the English men and women who ho

Tests/Quizzes

1. Open the test/quiz from the Materials page
2. Select the **Results** tab along the top
3. Use the section toggle at the top to switch between the different sections' submissions

U.S. History: Section 1, Section 2, Secti ...
Unit 3: The Road to Revolution

Unit 3 Test

Questions Settings Preview **Results** Completed

Section 1 · View by Student · View by Question

Name	Submission
Danielle Carter	0
Katelyn Goddard	0
Francesca Gordon	0

Unlinking Sections

Once you've linked sections, you can also unlink them. However, when you unlink sections, the materials, grades, and data will remain only in the master section.

To unlink sections:

1. Click **Courses** at the top of the screen
2. Click **See All** in the lower right corner of the drop down
3. In your list of courses, click the gear icon to the right of the linked sections
4. Select **Unlink Sections** from the drop-down menu on the gear icon

- Edit
- Add Members
- Edit Members
- Link Existing Section
- Unlink Section**
- Copy Section
- Delete

When you click **Unlink Sections**, you are prompted to select the section(s) to unlink, as well as the two options of what happens to the unlinked section(s). Make sure you are aware of the effects:

- **Restore Course to its original materials** restores that section to the way it was before it was linked. If it was an existing section with data, that data that existed before you linked the sections will be restored. **Only the master section retains the materials, setup, grades, and data.**
- **Unlink and move enrollments into a new section** moves the students enrolled in that section into a new blank course - without materials or any other data. This cannot be undone.