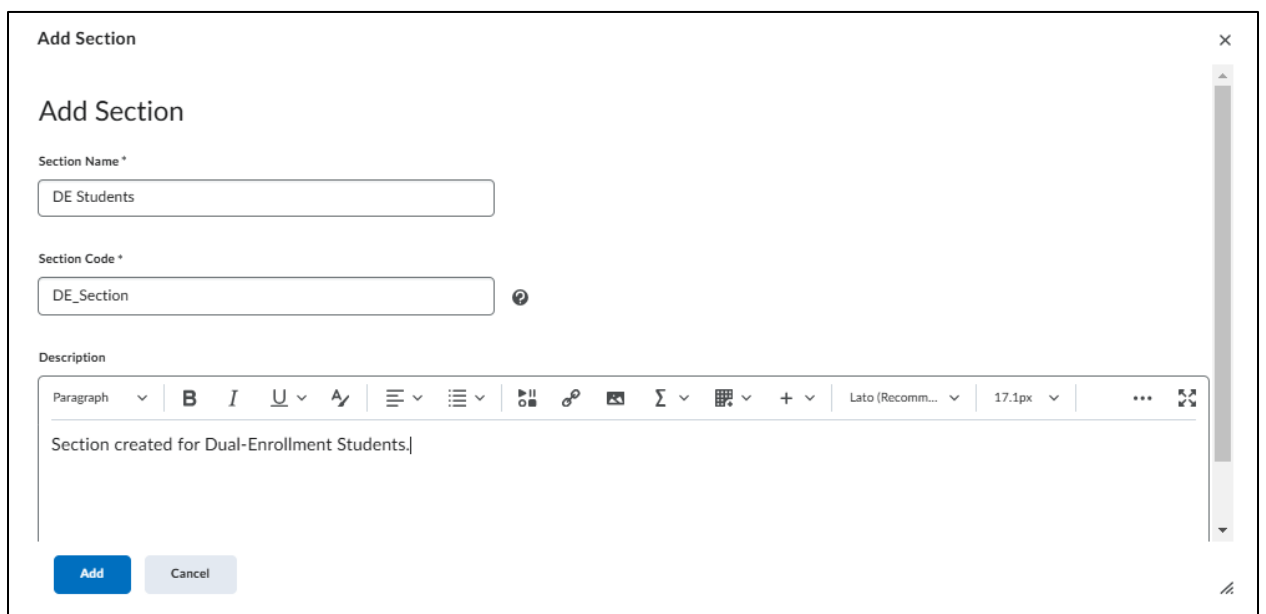


Creating Sections in Brightspace

1. Navigate to the course you wish to create sections in and go to the Course Admin page (usually found in the navigation bar at the top of the page or in the 'Course Tools').
2. On the course admin page, under the 'Learner Management' section, click the link 'Sections'.
3. On the Manage Sections page, click the button to Add Sections. If there are 0 sections present, the button will change to 'Create Sections'.
4. Follow the prompts and create the section. If there are 0 sections present, the page will look different, but the prompts will be similar).



The screenshot shows a modal window titled "Add Section" with a close button (X) in the top right corner. The form contains the following fields and elements:

- Section Name ***: A text input field containing "DE Students".
- Section Code ***: A text input field containing "DE_Section" with a help icon (i) to its right.
- Description**: A rich text editor with a toolbar containing icons for Paragraph, Bold (B), Italic (I), Underline (U), Text Color (A), List (≡), Bulleted List (•), Link (🔗), Unlink (🔗), Sum (Σ), Table (📊), and a plus sign (+). The font is set to "Lato (Recomm...)" and the size is "17.1px". The text area contains the text "Section created for Dual-Enrollment Students.".
- Buttons**: "Add" (blue) and "Cancel" (grey) buttons at the bottom left.

- Once you have the sections added, click the 'Enroll Users' button.

The screenshot shows the 'Manage Sections' interface. At the top, there is a navigation bar with 'Sandy Boxes Home Page', 'Content', 'Assignments', 'Discussions', 'Quizzes', 'Grades', 'Course Admin', and 'Course Tools'. Below this is a header for 'Manage Sections' with 'Settings' and 'Help' links. Three buttons are visible: 'Add Section', 'Enroll Users' (circled in red), and 'View Sections'. Below the buttons is a 'Sections' table with the following data:

<input type="checkbox"/>	Name ▲	Code	Users
<input type="checkbox"/>	DE Students	DE_sec	5
<input type="checkbox"/>	Traditional College Students	trad_sec	6

- On the Enroll Users page, use the checkboxes to separate the users you wish to be in which section (or all sections if the instructor needs to see all sections).

The screenshot shows the 'Enroll Users - Section' page. It features a 'Display' dropdown set to 'All Sections' and a search bar. Below is a table of users with checkboxes for enrollment in two sections: 'DE Students Users: 5' and 'Traditional College Students Users: 6'.

Last Name ▲	First Name	Username	Org Defined ID	DE Students Users: 5	Traditional College Students Users: 6
Daniels, Jackie	Jdaniels	noc_sandbox_user5		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dents, Stewart	Sdents	noc_sandbox_user6		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Diesel, Ben	bdiesel	noc_sandbox_user3		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Erric, Jenn	Jerric	noc_sandbox_user1		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hill, George	ghill	noc_sandbox_user_4		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Instructor	NRC-Test	nrc.instructor		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Morrison, Cory	cory_learner	6667		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Morrison, Cory	cory_instructor			<input type="checkbox"/>	<input checked="" type="checkbox"/>
Smith, Locke	lsmith	noc_sandbox_user2		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Student	NRC-Test	nrc.student		<input type="checkbox"/>	<input checked="" type="checkbox"/>

7. Click 'Save' at the bottom once you are finished separating the users.

8. By default, discussions allow for all users from all sections to see and reply to posts from other users regardless of which section they are a part of. To change this, you must navigate to each discussion topic and edit the settings.
 - a. Navigate to the 'Discussions' tool found in the Navigation bar at the top of the page.
 - b. Find the topic you wish to edit and click the down-arrow next to the name of the topic. Select the 'Edit Topic' link.
 - c. On the Edit Topic page, click the Availability Dates & Conditions box on the right to expand it. Then click the 'Manage Restrictions' link.

The screenshot displays the 'Marketing Topic' edit interface. The main content area includes a 'Topic Title' field with 'Marketing Topic' entered, a 'Forum' dropdown set to 'Section Discussion', a 'Grade Out Of' field set to '10 points', and a 'Description' text area containing 'A topic about marketing'. The right sidebar is expanded to show the 'Availability Dates & Conditions' section, which includes 'Start Date' and 'End Date' fields, 'Release Conditions' (Users are not able to access or view the discussion topic unless they meet the release conditions), and 'Group and Section Restrictions' (Restrict this topic by group or section). The 'Manage Restrictions' link is highlighted with a red circle. Below this section is the 'Post & Completion' section, which currently shows 'No settings applied'.

- d. Click the circle next to 'Restrict topic and separate the threads'. This will allow all users from any section to access the discussion topic, but users will only see posts from others in their section.

Group and Section Restrictions ×

Restrict topic
Users in the selected groups/sections can view this topic and all of its threads.

Restrict topic and separate the threads
Users in the selected groups/sections can view this topic but will only see threads from their group/section.

Select who will see this topic

Group Category or Section

Section ▼

- e. Double-check that the 'Section' option is selected in the box.
- f. Click 'Add' to add the restriction, then click 'Save and Close' to save the changes you made to the discussion topic.
- g. Repeat for each discussion topic you wish to separate.