

Course section linking is a great way to manage all sections of a course more efficiently. The linked sections feature was designed to improve the instructor's experience. Your students will continue to see and experience Schoology in the same way they always have.

When sections are linked, they all share the same set of materials and grade setup. This means you only need to create materials and set up your gradebook once, even when you teach multiple sections of the same course. Linked sections also have toggles enabling you to switch between each section instantly, so you can keep the sections separate while enjoying a more streamlined workflow.

Your Local School Educational Technologist (ET) has the capability to link multiple sections of a course. You will need to contact him/her to discuss which courses you would like to link together. Be sure to explain which one is considered the main course, and which one(s) are being linked to it.

Important Information about Linking Sections

1. While course sections link sections at any point once the permission is enabled, we recommend that you only link sections **at the beginning of a school year**.
2. When linking sessions together, the "master section" is the one that you will link other sections to. The "master section" is the one that holds the materials and grades you would like to continue to use between the two sections. Any existing materials, grade settings, and student data (including grades and grade feedback) will be deleted from the linked sections and will be replaced by the existing materials and grade setup of the master section.
3. 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**. See *Unlinking Sections* for additional information.

Prerequisites - In order to link your sections all of the following must be true:

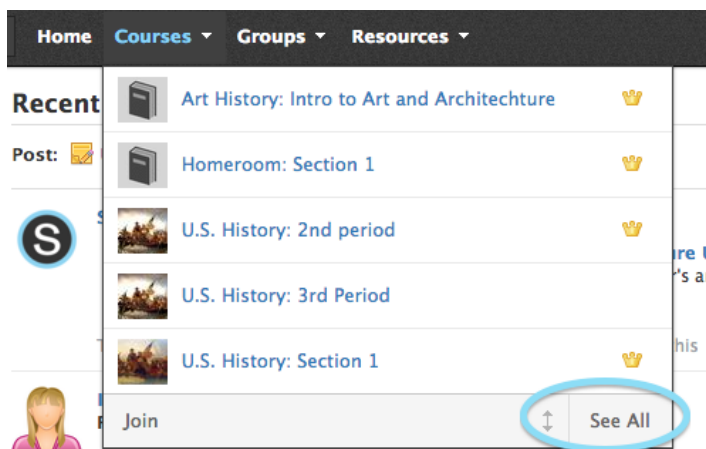
- **The sections must be within the same course.**
 - You can't link Biology and Art together. But you can link Chemistry Period 1 and Chemistry Period 2.
- **The sections must be associated with the same grading period.**
 - A Semester 1 course can't be linked with a Semester 2.
- **Enrollment must be unique across the linked sections. There cannot be any overlap in the students.**
 - If you previously manually added a student who now exists in both sections, make sure you remove the student from one of the sections before performing the link.
- **The sections must have the same Course Admins.**
 - The teacher (course admin) in both sections must be the same person. Additional Course Admins may be added after the section link is established.

How to Link Sections

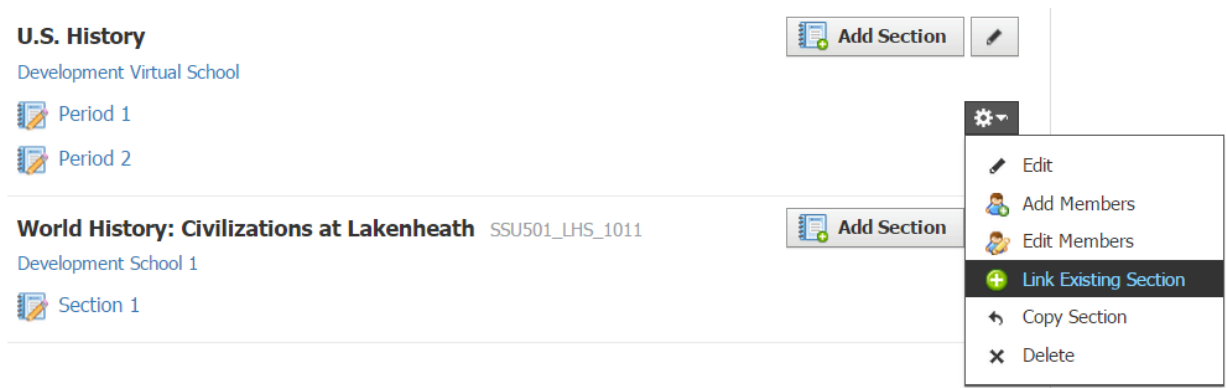
If you are an ET at your School, you have been given the **Link Sections** permission by your system admin, and if your teacher's sections meet the prerequisites outlined above, you can link your existing sections together by following these steps.

Linking Existing Sections Together

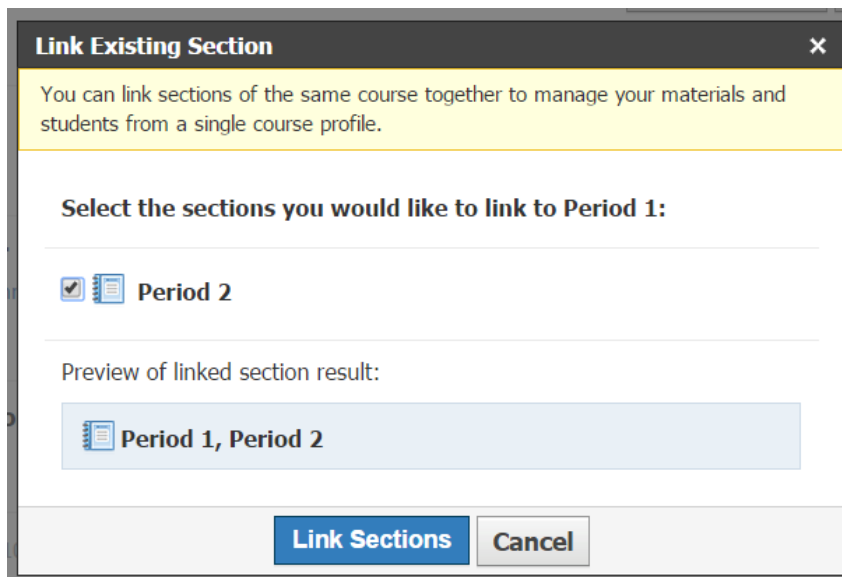
1. Click the **Courses** drop-down menu and select **See All**.



2. In the course listing page, click the gear icon to the right of the section considered 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 enrollments will still be associated with each section within the combined course.

7. Click **Link Sections**.

How to Unlink Sections

Linked section can be unlinked. However, when you unlink sections, the existing materials, grades, and data will remain only in the master section. This means any grade data for the other sections will disappear, including any student feedback you provided. If you absolutely need to unlink sections, save your gradebook data first by exporting it to an Excel file.

When you click **Unlink Sections**, you are prompted to select the section(s) to unlink and the two options of what happens to the unlinked section(s) are displayed. 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.