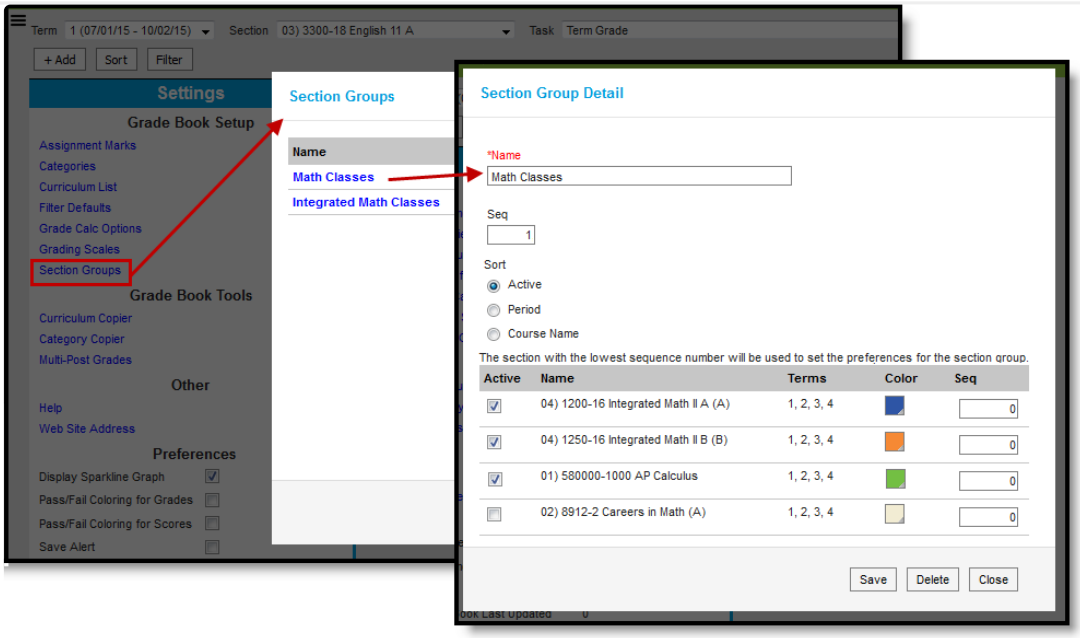
Section Groups (Campus Instruction)

Last Modified on 01/30/2026 2:16 pm CST

Location: Grade Book > expand Settings menu > Section Groups

Section Groups allow a teacher to group similar sections together in a single grade book view. Groups make scoring assignments easier by combining matching assignments into shared columns in the grade book.

Selected groups apply to the grade book view only. However, all calculations and graphs (for Traditional Grading and Standards-Based) presented in the grade book view do cover all students in a section group.



Section Groups in the Grade Book.

Access to section groups requires tool rights to the Grade Book.

When viewing the grade book for a section group, some options are not available, including some tools in the Settings menu.

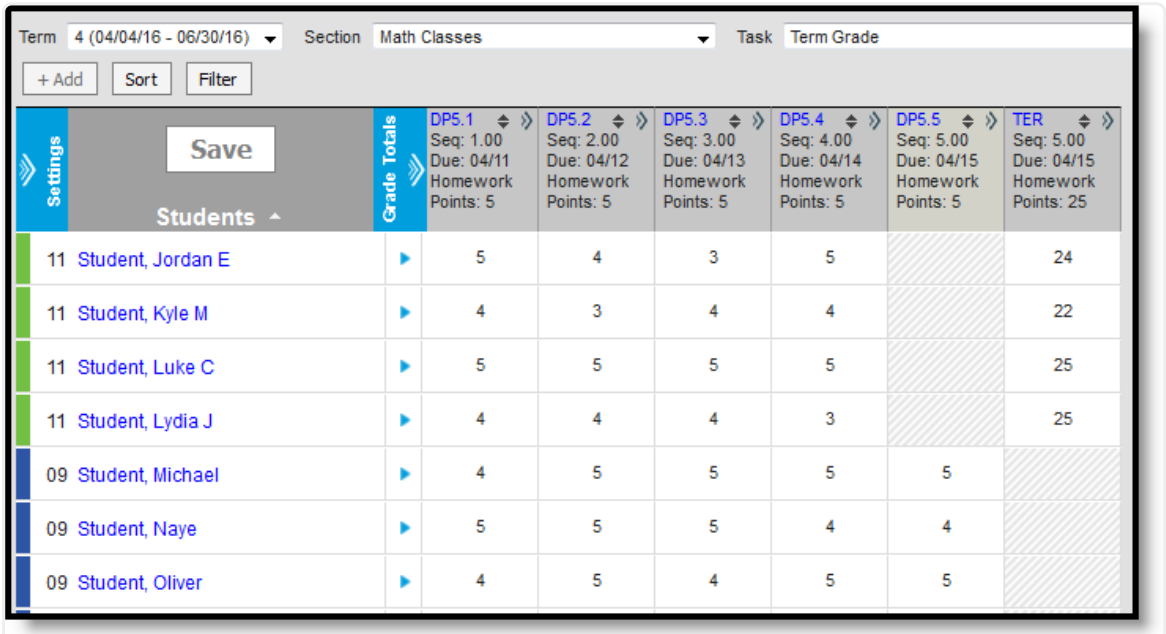
Creating Section Groups

1. Click **Section Groups** from the Settings menu of the Grade Book.

2. Click **Add** to create a new group.
3. Enter a **Name** for the group.
4. Enter a **Seq**(uence) for the group.
5. Select a **Sort** option to sort the section list by *Active* sections (those marked to be included in the group), by Period, or alphabetically by *Course Name*.
6. Mark the **Active** checkbox next to sections to include in the group. The Terms in which each section meets are provided.
7. Select a **Color** for each section, which displays as a small bar next to each student's name.
8. Enter a **Seq**(uence) to order the sections horizontally in the Grade Book.
9. Click **Save** to create the group.

Viewing and Scoring a Section Group

Section groups are selected in the **Section** dropdown at the top of the grade book.



Example of a Section Groups

Students are listed based on the sequence of each section within the group and whether *Section* is marked in the Sort options. Unmarking *Section* in the Sort options sorts students alphabetically without grouping them by section. Other filtering and sorting options are also available.

Assignments are combined if they match in **Name**, **Sequence**, **Due Date**, **Category**, and **Points**. Columns for assignments that don't match across sections show with shaded cells for sections that do not include the assignment. Note that assignments are combined only in this grade book view; the individual assignment records for each section still exist.

In the example above, both sections have a matching DP assignment each day, except for the last day when the assignments differ.

Matching **Categories** are also combined. **In Progress** columns calculate based on the Grade Calc Options selected for each individual section. Manually Posting Grades functions as it does for an individual section.