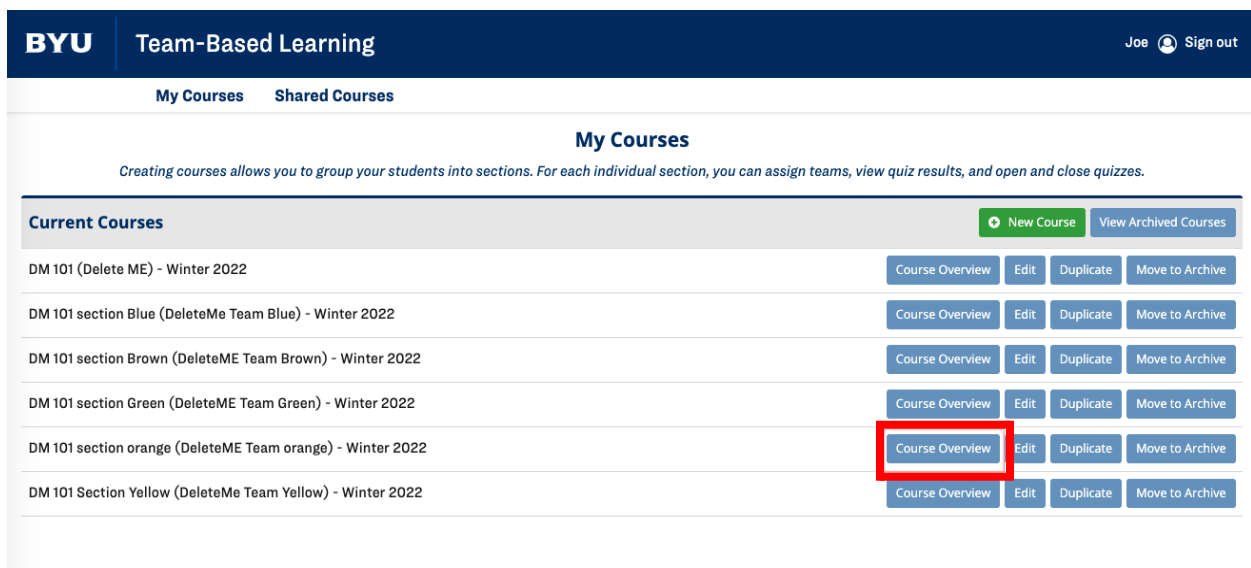


Creating Sections

Creating a New Section

This section teaches how to create a new section for a course, with corresponding course details.

1. Sign into the tbl.byu.edu home page.
2. Click on “Course Overview” for the course you want to add a section to.



The screenshot shows the BYU Team-Based Learning interface. At the top, there's a dark blue header with the BYU logo and 'Team-Based Learning' text. On the right, it says 'Joe' with a user icon and 'Sign out'. Below the header, there are tabs for 'My Courses' and 'Shared Courses'. The 'My Courses' tab is active, and it shows a sub-header 'My Courses' with a descriptive sentence: 'Creating courses allows you to group your students into sections. For each individual section, you can assign teams, view quiz results, and open and close quizzes.' Below this, there's a section titled 'Current Courses' with a 'New Course' button and a 'View Archived Courses' button. A table lists six courses, each with a 'Course Overview', 'Edit', 'Duplicate', and 'Move to Archive' button. The 'Course Overview' button for the fifth course, 'DM 101 section orange (DeleteME Team orange) - Winter 2022', is highlighted with a red rectangle.

Current Courses	New Course	View Archived Courses
DM 101 (Delete ME) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 section Blue (DeleteMe Team Blue) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 section Brown (DeleteME Team Brown) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 section Green (DeleteME Team Green) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 section orange (DeleteME Team orange) - Winter 2022	Course Overview	Edit Duplicate Move to Archive
DM 101 Section Yellow (DeleteMe Team Yellow) - Winter 2022	Course Overview	Edit Duplicate Move to Archive

3. On the course page, click the green button labeled “New Section” in the left side bar.

The screenshot shows the BYU Team-Based Learning interface. The left sidebar for 'DM 101 section orange - Winter 2022' has a 'SECTIONS' tab with a green 'New Section' button highlighted by a red box. The main content area shows 'DeleteME Team orange' and a table of quizzes. The table has columns: Quiz Name, Open for Section(s), Closed for Section(s), and Student Instant Access Link. The first row shows 'No open sections' and 'Sec 1, Sec 2, Sec 3, Sec 4'.

Quiz Name	Open for Section(s)	Closed for Section(s)	Student Instant Access Link
	No open sections	Sec 1 Sec 2 Sec 3 Sec 4	fcmvvtchwf

4. A popup-window will appear. Type the information (section number, TA, time, and day of the week) for the section. Click “Save” at the bottom of the popup.

The screenshot shows the 'Section' popup window. It contains fields for 'Section number' (5), 'TA Name (Optional)' (April), and 'Start Time' (10:00 AM). Below these are buttons for days of the week: Mon, Tues (checked), Wed, Thurs, and Fri. The 'Save' button is highlighted with a red box.

Section number	TA Name (Optional)	Start Time	Day
5	April	10:00 AM	Tues ✓

The newly created section will appear in the section list in the left sidebar.

BYU

Team-Based Learning

Joe Sign out

My Courses

Shared Courses

DM 101 section orange
- Winter 2022

[Course Overview](#)

PERMISSIONS

View

SECTIONS

New Section

Section 2

View

Edit

Section 3

View

Edit

Section 1

View

Edit

Section 4

View

Edit

Section 5

View

Edit

DeleteME Team orange

DM 101 section orange - Winter 2022

You can use the same quiz for multiple sections. Students from any section can use the same link to access the same quiz.

Quizzes

New Quiz

Search by Name

Quiz Name	Open for Section(s)	Closed for Section(s)	Student Instant Access Link
No items found			

Adding Students to a Section

Here you will learn how to add students to a section that has already been created, and how to group students into teams. Teams may also self-form. Note: Students will also be added to a course if you distribute a quiz URL or quiz ID to them.

1. To add students to a section, click the “View” button next to the desired section.

BYU

Team-Based Learning

Joe Sign out

My Courses

Shared Courses

DM 101 section orange - Winter 2022

Course Overview

PERMISSIONS

View

SECTIONS

New Section

Section 2

View

Edit

Section 3

View

Edit

Section 1

View

Edit

Section 4

View

Edit

Section 5

View

Edit

Section 1 - Mon, Wed, & Fri - 11:00 AM

Quizzes

Teams

Students

New Quiz

Search by Name

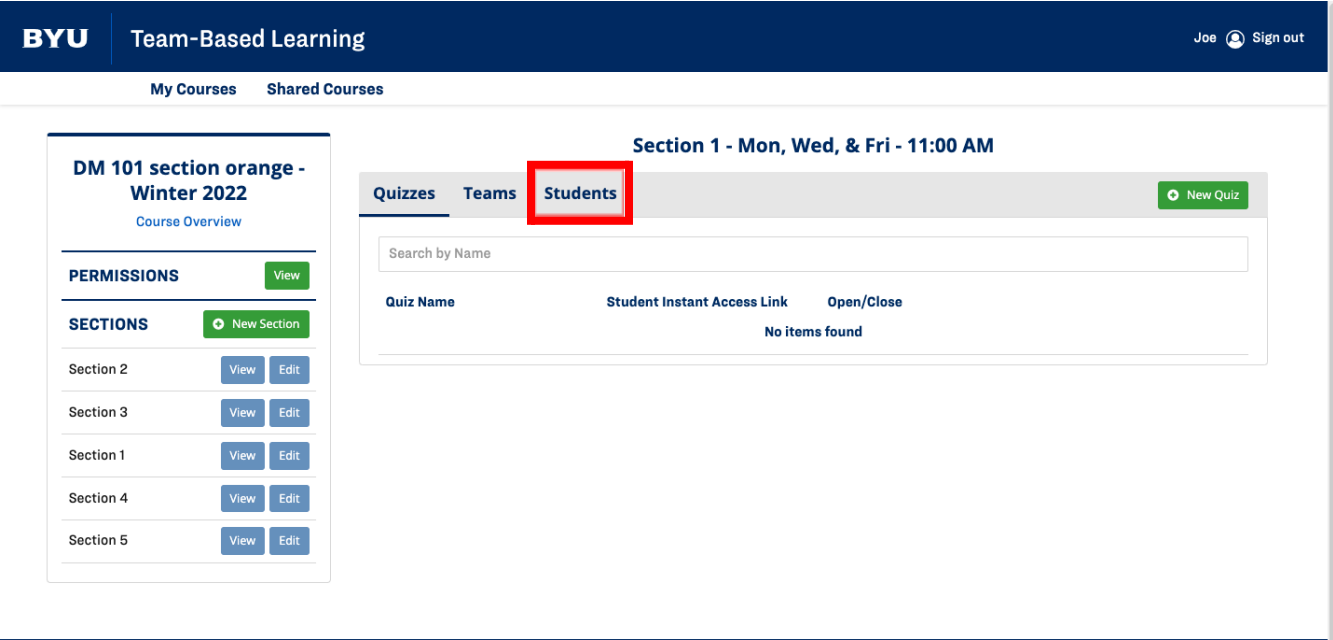
Quiz Name

Student Instant Access Link

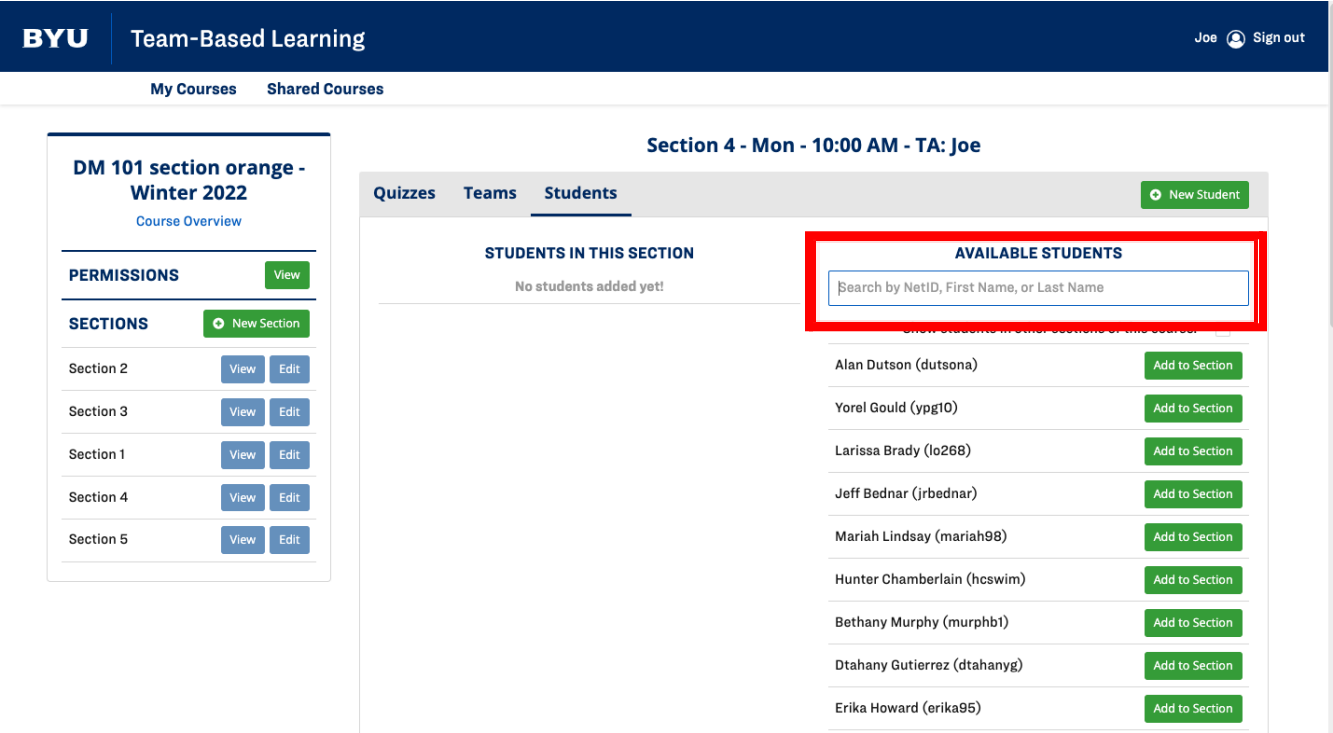
Open/Close

No items found

2. After selecting a section to view, click the “Students” button located next to the “Quizzes” and “Teams” options.



3. Add students to your section by searching for their net ID in the search bar under “Available Students.”



4. After finding the student you'd like to add, select "Add to Section."

BYU

Team-Based Learning

Joe Sign out

My Courses

Shared Courses

DM 101 section orange - Winter 2022

Course Overview

PERMISSIONS

View

SECTIONS

New Section

Section 2

View

Edit

Section 3

View

Edit

Section 1

View

Edit

Section 4

View

Edit

Section 5

View

Edit

Section 1 - Mon, Wed, & Fri - 11:00 AM

Quizzes

Teams

Students

New Student

STUDENTS IN THIS SECTION

No students added yet!

AVAILABLE STUDENTS

coryham

Show students in other sections of this course. ☐

Cory Hamblin (coryham)

Add to Section

Can't find the student you need? Search BYU

5. When you've successfully added a student, their name will be displayed under "Students in this Section." If a student needs to be removed, select the "Remove from Section" button to the right of their name.

BYU

Team-Based Learning

Joe Sign out

My Courses

Shared Courses

DM 101 section orange - Winter 2022

Course Overview

PERMISSIONS

View

SECTIONS

New Section

Section 2

View

Edit

Section 3

View

Edit

Section 1

View

Edit

Section 4

View

Edit

Section 5

View

Edit

Section 1 - Mon, Wed, & Fri - 11:00 AM

Quizzes

Teams

Students

New Student

STUDENTS IN THIS SECTION

Cory Hamblin (coryham)

Remove from Section

AVAILABLE STUDENTS

coryham

Show students in other sections of this course. ☐

No items found

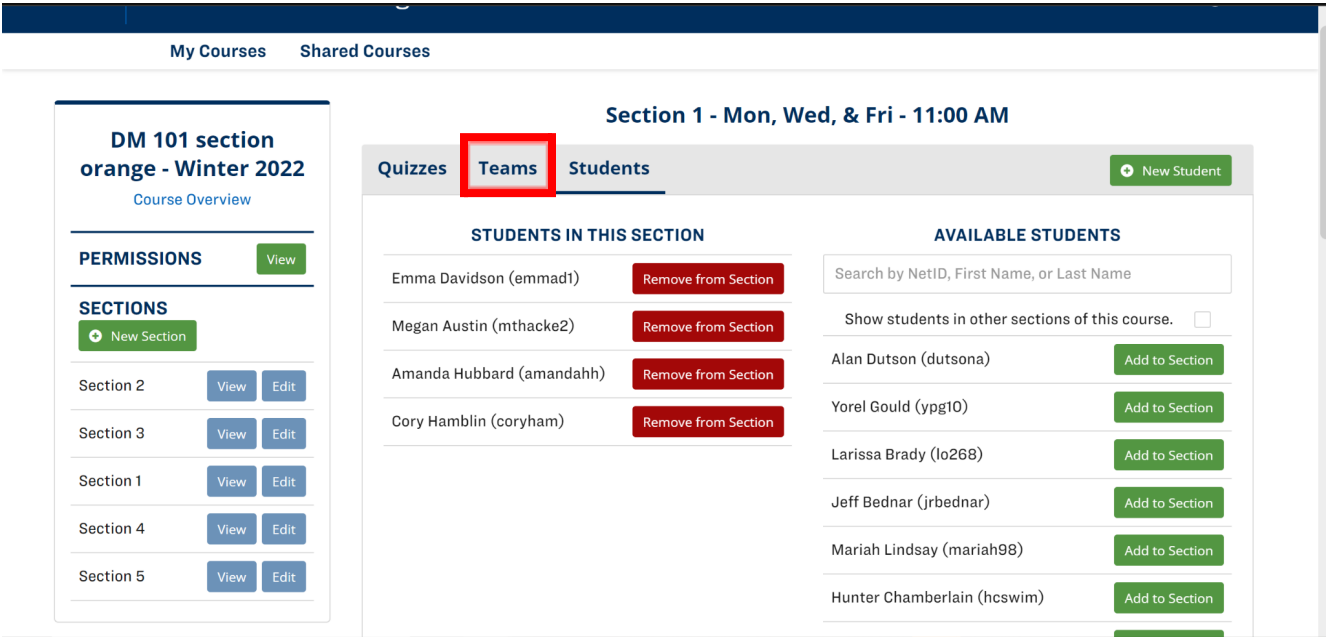
Can't find the student you need? Search BYU

Creating and Editing Teams

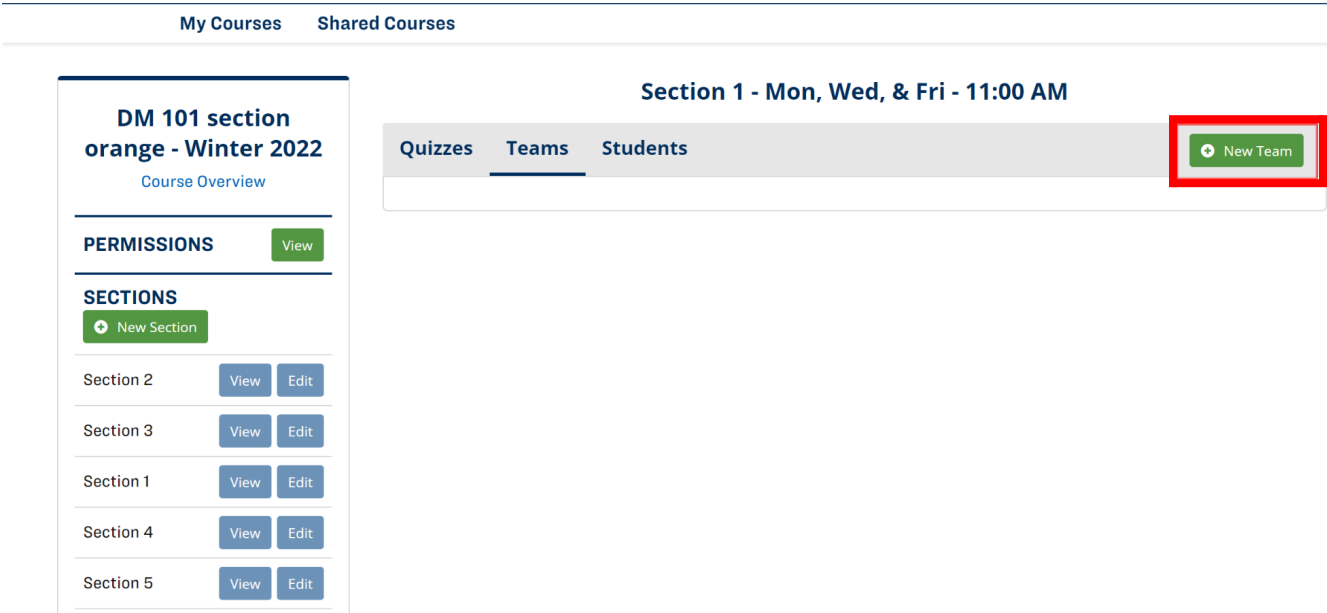
Once students have been added to the section, teams can be created. This section will go over how to create and edit teams.

Creating a Team

- 1. Select the “Teams” portion of the desired section.



- 2. Select the “New Team” button in the upper right corner.



3. Type the team name and add desired students by clicking the add button next to their name from the list of available students in the section.

The screenshot shows the 'Create Team' dialog box in the BYU Team-Based Learning interface. The 'Team Name' field is highlighted with a red box. The 'Team Captain' dropdown menu is empty. The 'Available Students' list shows 'Alan Dutson' and 'Yorel Gould', with the 'Add' button next to 'Alan Dutson' highlighted by a red box.

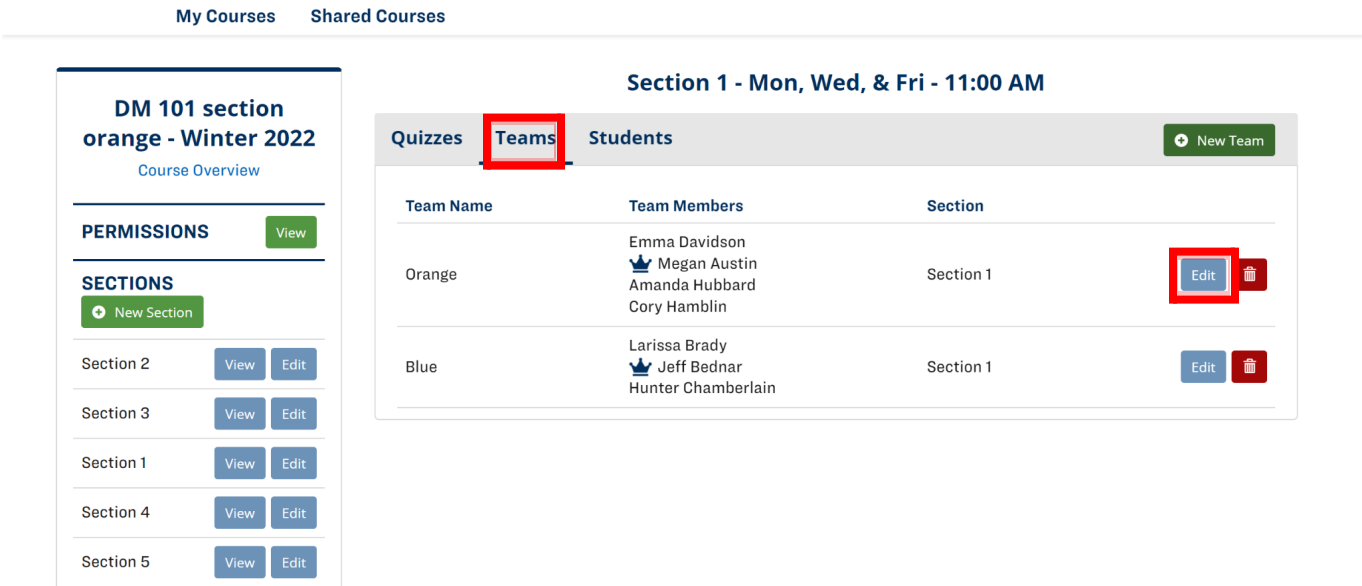
4. Select a team captain from the dropdown menu and click “Save.”

The screenshot shows the 'Create Team' dialog box in the BYU Team-Based Learning interface. The 'Team Name' field is filled with 'Orange'. The 'Team Captain' dropdown menu is highlighted with a red box and shows 'Alan Dutson' selected. The 'Team Members' list shows 'Alan Dutson', 'Yorel Gould', and 'Erika Howard', each with a 'Remove' button. The 'Available Students' list shows 'Mariah Lindsay' and 'Bethany Murphy', each with an 'Add' button. The 'Save' button is highlighted with a red box.

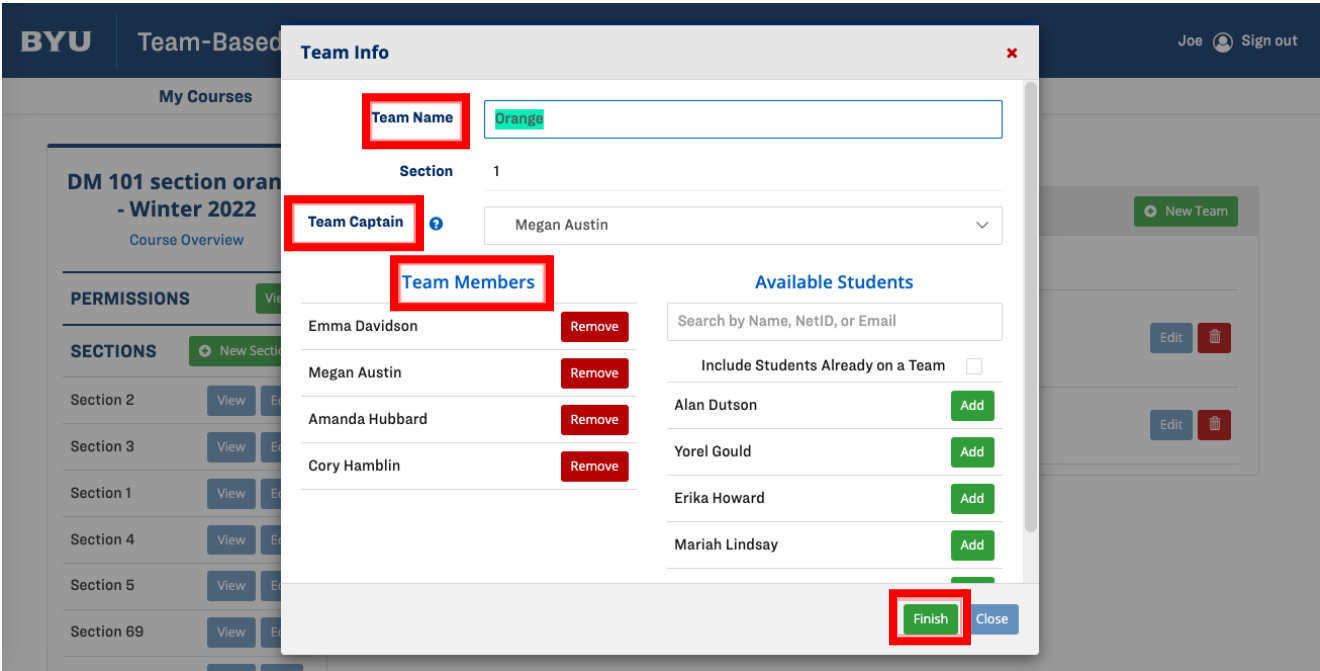
5. Repeat the process to create other teams.

Editing a Team

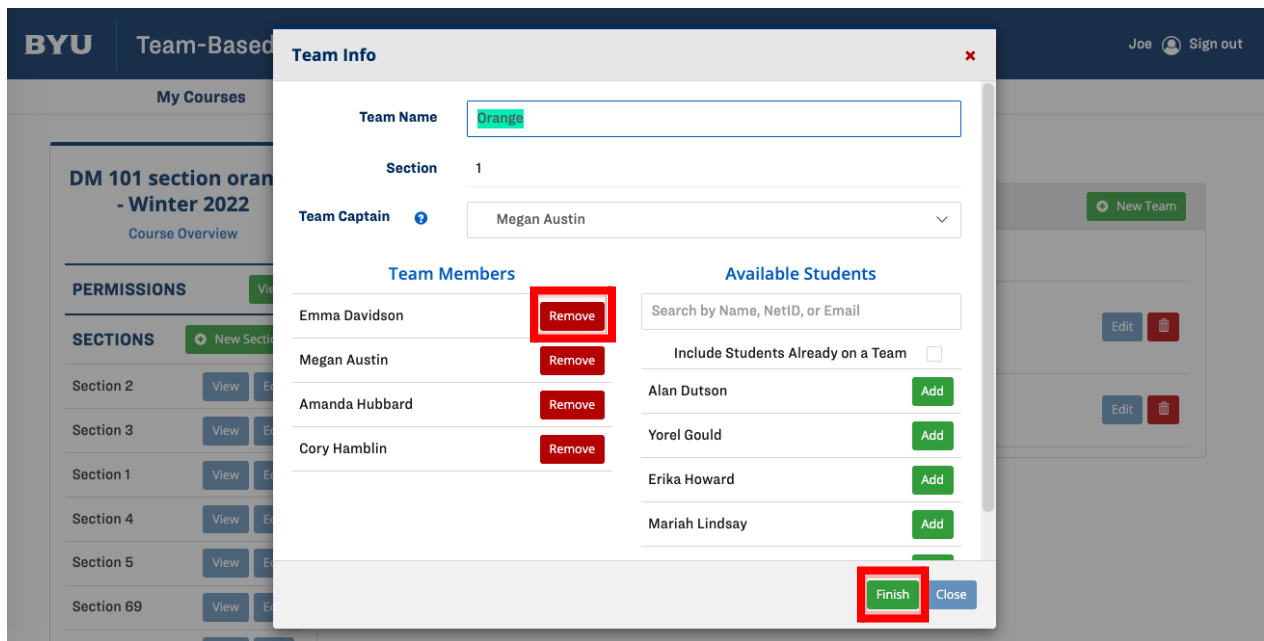
- 1. To edit teams, return to the main “Teams” screen.
- 2. Find the desired team and select “Edit” on the right hand side.



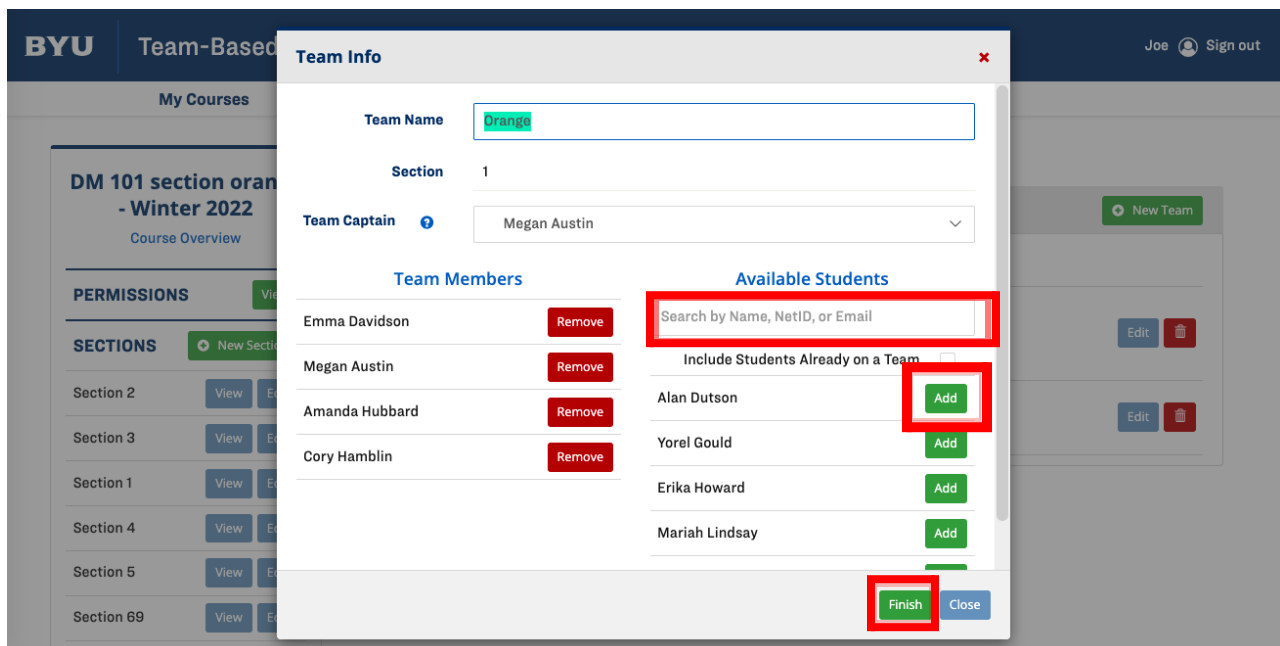
- 3. The team name, members, and team captain can be edited from this screen.
 - a. Click “Finish” to save.



4. To remove a team member, find their name on the list of team members and select “Remove” to the right of their name.
 - a. Click “Finish” to save.



5. To add a student to an existing team, find their name in the list of available students on the right hand side, or search for them using their NetID, name or email. Then select “Add.”
 - a. Click “Finish” to save.



6. To change the Team Captain, select the drop-down menu next to Team Captain and select the desired student's name.
 - a. Click "Finish" to save.

Team Info

Team Name: Orange

Section: 1

Team Captain: ▼

- ✓ Megan Austin
- Amanda Hubbard
- Cory Hamblin

Team Members

Emma Davidson	Remove
Megan Austin	Remove
Amanda Hubbard	Remove
Cory Hamblin	Remove

Available Students

Search by Name, NetID, or Email

Include Students Already on a Team ☐

Alan Dutson	Add
Yorel Gould	Add
Erika Howard	Add
Mariah Lindsay	Add

Finish **Close**

2/11/2022
Marissa Coombs
Cory Hamblin
McKenna Hoather
Amanda Hubbard
Jessica Hyde