



Tech Tip #2016-03

Save Time by Combining Course Sections in Canvas

Transcript

For the full screencast, see <http://ctle.utah.edu/resources/tech-tips.php>

Hello, my name is Eric Sales and I am a Graduate Fellow at the Center for Teaching and Learning Excellence at the University of Utah.

Today, I will be talking about the benefits of combining course sections on Canvas. If you teach multiple sections of the same course or you teach a course that is cross-listed in multiple departments, you can save yourself significant time if you use the Canvas cross-list feature to manage all of the sections at once.

Multi-section courses can be a hassle in Canvas. Initially, they will display as separate courses, rather than one course with multiple sections. Without cross-listing, each section will be treated as its own class in Canvas, meaning you as a teacher have to build perhaps-identical content in multiple Canvas courses, and run two or three courses instead of just one.

Cross-listing the different sections of a course will put everything in one place. The grades, people, assignments and modules tabs will all aggregate in the parent course, allowing you to access all of the materials and students across sections. It also enables you to send announcements to every student at once, create discussions with students across sections, grade in one Speed Grader window, and more fully utilize Canvas' analytic tools.

First, conceptualize the different sections of your courses as parent and child courses. The parent course will be the course that all of your students will see. It should be your primary section. In this case, the parent course is SOC 3480-001 Environmental Sociology. The child course(s) are those that you want to cross list, to be controlled by the parent course. Cross listed sections will become unavailable and not visible to students and the parent course will appear in their view of Canvas. For this reason, it is important to make sure the parent course has the proper name so students don't get confused.

To begin cross-listing, go to the child course. Then click course settings on the lower left side of the screen. Then go to the section tab, and click cross list this section. In the new page, go to the drop down menu and select the parent course. Then, click cross list this course.

To check to see if the cross-listing was successful, go to the parent course. Click the settings tab and then click sections. In the sections tab the child course should now be listed.

Now that you have cross-listed the course:

- All courses in the employee section will bring you to the parent course.
- Students can be selected by section in speed grader or assignments.
- Different sections can have different due dates and assignments.
- You can send messages to all sections at once.

Two things to be aware of:

1. Make sure to cross list before students have submitted any assignments (ideally before the semester starts) or risk assignments being lost in the child section! Sometimes submissions get lost in the cross-listing process.
2. The parent course is the only one that is visible to students. This means you only need to build out one course with assignments, pages, etc.

So, in conclusion, cross-listing course sections can save you time when populating the course with instructional material, when grading, and when communicating with students.

If you have any trouble putting this Tech Tip to work for you, please don't hesitate to contact CTLE or TLT. Here's the contact info:

Center for Teaching and Learning Excellence (CTLE)

Email: info@ctle.utah.edu

Phone: 801-581-7597

Website: ctle.utah.edu

Teaching & Learning Technologies (TLT)

Email: classhelp@utah.edu

Phone: 801-581-6112

Website: tlt.utah.edu

Canvas help drop-in hours: M/T 9:00 am – 4:00 pm | Faculty Center (MLIB 1705)