SU23 Canvas Courses

Merging/Cross-Listing, Naming, and Copying Contents

The IDT team has created blank shells for SU23 courses and sections that will use Canvas and an initial run of student enrollment data was also processed. Instructors should have access to those blank shells by the close of business on Thursday, May 11, 2023. The following information, also presented in video format via the following hyperlink: <u>Crash Course - Canvas SU23 Semester Offerings [6:41]</u>, explains the following steps:

- 1. Merging/Cross-Listing multiple sections or courses of students into a single "parent" course;
- 2. Editing the "parent" course name to reflect the combined courses/sections; and
- 3. Copying contents from an existing Canvas course (e.g., the temporary master shells previously provided to SU23 early adopters) into the blank "parent" course. **IMPORTANT! Do not complete this** step until AFTER you complete any merges/cross-listings.

Part 1 – Merging/Cross-Listing Multiple Courses or Sections

Begin by logging into Canvas and the locating clicking tile on your Dashboard of the course that you
want to serve as the "parent" shell, into which enrollments from the "child" courses will be added.
Shown below ae the tiles for sections 01 and 02 of FINC 5333. For this demonstration, I'll use section
one as the "parent" course and section 02 as the "child."



2. Once in the "parent" course, navigate to the URL field and copy or jot down the three-digit code at the end of the course's web address. You'll need that three-digit number shortly to merge your "child" course to the "parent."



3. Return to your Dashboard. Then locate and click the file for the "child" course.



4. Once in the "child" course, scroll to the bottom of the Course Navigation menu and select the "Settings" option.



5. On the "Settings" screen, click the "Sections" tab.



6. On the Course Sections screen, click the course name of the "child" course to proceed.

Clear Lake	<u>^</u>	
	5U23 8W	Course Details Sections Navigation Apps Feature Options Integrations
Account	Home	
S	Announcements 🚿	Course Sections
Admin	Assignments Ø	FINC 5333.02 SU23 8W Personal Wealth Management (14465) (8 Users)
Co Dashboard	Discussions	N ×
e	Grades	Add a New Section:*
Courses	People	+ Section
<u> </u>	~ ~	

7. At the next screen, click the "Cross-List this Section" button.

University of Houston	FINC5333.02.SU23.8W.Pavlova.online > FINC 5333.02 SU23 8W Personal We									
Account	SU23 8W	FINC 5333.02 SU23 8W Personal Wealth Management (14465)	℅ Edit Section							
Account	Home	1 Pending Enrollment	@ Cross-List this Section							
8	Announcements 🧭	7 Active Enrollments								
Admin	Assignments Ø	SIS ID:	logi Back to Course Settings							
CS Dashboard	Discussions	Current Enrollments								

8. At the "Cross-List this Section" dialogue box, enter or paste the three-digit course code from step #2 above into the lower box and then press the Enter key on your keyboard. The name of the "parent" course should then display under "Selected Course." If the correct course is shown, click the "Cross-List This Section" button.

Cross-List this Sect	×										
Cross-List Section											
Cross-listing allows you to create a section in one account and then move it to a course on a different account. To cross-list this course, you'll need to find the course you want to move it to, either using the search tool or by entering the course's ID.											
Search for Course:	Search for Course:										
Or Enter the Course's ID:	526										
Selected Course: FINC 5333.01 SU23 SIS ID: 14464 Account: Finance (FII	8W Personal Wealth Management (1 NC)	4464)									
	Cross-List This Section Ca	ncel									

Return to your Dashboard, and then locate the tile for your "parent" course. Note that your "child" course is no longer visible; this is intended functionality. Click on the course tile to enter the newly merged shell.



10. Once in the merged shell, locate and click the "People" link on the Course Navigation menu.

University of Houston	FINC5333.01.SU23.8W.Pavlova.online > Modules							
Clear Lake	SU23 8W							
Account	Home							
9	Announcements Ø							
Admin	Assignments Ø							
ري Dashboard	Discussions							
P	Grades							
Courses	People							

11. Note that you can see a list of your student names, and, in the Section column, you can see in which section they are enrolled. **NOTE: Student data in this example is obscured for privacy.**

University of Houston	ity == FINC5333.01.SU23.8W.Pavlova.online > People									69	
Clear Lake	5U23 8W	^									
Account	Home	- 1									
	Announcemen	ts Ø	Everyone	Groups							
Admin	Assignments	ø									
CS Dashboard	Discussions	. 1	Q Search	people	All Roles	`	/				
	Grades										
Courses	People	- 1									
	Pages	Ø	1 invitation has	n't been accepted.							
	Files	ø	Name	2	Login ID		SIS ID		Section	Role	Last Activity
	Syllabus							1	FINC 5333 02 SI 123 8W/ Perconal Wealth		
	Outcomes	ø	Jac Jac			9@UHCL.edu		99	Management (14465)	Student	
History	Rubrics	. 1	Os Os			8154@UHCL.e		8154	FINC 5333.01 SU23 8W Personal Wealth Management (14464)	Student	
G	Quizzes	ø							FINC 5333.01 SU23 8W Personal Wealth		
Commons	Modules	ø	Ale			7@UHCL.edu		67	Management (14464)	Student	

Editing the Parent Shell Name

To avoid student confusion, we recommend that instructors edit the name of the "parent" shell after merging/cross-listing to reference any merged or cross-listed "child" courses.

1. To begin, go to your Canvas Dashboard and locate and click the tile for the "parent" course.



2. Once in the course, scroll to the bottom of the Course Navigation menu and select the "Settings" option.



3. On the Course Details screen, locate and edit the "Name" field to include the cross-listed section(s) or course(s). In this example, because we've merged sections 01 and 02 of the same course, the "Name" has been changed from FINC 5333.01 SU23 8W Personal Wealth Management (14464) to FINC 5333.01/.02 SU23 8W Personal Wealth Management (14464). DO NOT CHANGE THE COURSE CODE INFORMATION, since that is how the IDT team looks up courses when users request assistance.

	SU23 8W	Course Details	Sections	Navigation	Apps	Feature Options	Integrations
Account	Home						
8	Announcements 🧟	S Course De	etails				
Admin	Assignments Ø	5					
ري) Dashboard	Discussions						
▣	Grades	Image:		Choo	ose Image		
Courses	People						
	Pages Ø	5			_		
Calendar	Files 🧟	Name:	F	INC 5333.01 <mark>/.02</mark>	2 SU23 8V	/ Personal Wealth Ma	nage

4. To save the name change, scroll to the bottom of the page and click the "Update Course Details" button. You may then either perform more tasks in the "parent" course or return to your Canvas Dashboard.

	旦	Syllabus	1			
Co	ourses	Outcomes	ø	Format:	Online ~	
Ca	ilendar	Rubrics		Mastery Paths:	Enable individual learning paths for students based on assessment	nent
	đ	Quizzes	ø			
1	nbox	Modules	ø	Description:		
	()	Collaborations			4	
н	istory	Attendance			more options	
	G ≁	Chat				
Co	mmons	New Analytics				Update Course Details

Copying Contents from One Canvas Shell Into Another

1. Begin by entering the empty Canvas shell into which you want to copy contents from another Canvas course. Once inside the blank course, click the "Import Existing Content" button in the right side of the screen.



2. In the "Content Type" field on the "Import Content" screen, select the "Copy a Canvas course" option. Next, in the "Search for a course" field, type the four-letter rubric of the Canvas course from which you want to copy contents. A list of courses available to you will appear. Locate and click to highlight the desired source course.

Account	su23 8W Home		Import Conter	ent				
S	Announcement	ts Ø	Content Type	Copy a Canvas Course 🗸				
Admin	Assignments	ø	Search for a course	INST				
<u> </u> Dashboard	Discussions			Bb to Canvas Migration Example Course - Jessi C				
▣	Grades		Content	Default Term INST 3313 Survey of Instructional Technology - ONLINE MASTER Default Term				
Courses	People							
	Pages	Ø		INST 4355.01 eLearning fall 2023 Fully Online				
Calendar	Files	ø	Options	Default Term				
上 Inbox	Syllabus		Importing the sa	INST 6037 Advanced Technology Applications Default Term				
	Outcomes	ø	overwrite any ex	INST Master Schatzke				
History	Rubrics			Default Term				
e	Quizzes	ø		INST5233.willisopalenik.online Default Term				
Commons	Modules	ø		Test Import - INST 5130 FA22 - Jenni				

3. On the "Import Content" screen, you have the option to copy "All content" or "Select specific content." You may also opt to "Adjust events and due dates." However, for this demonstration, we'll stick to only selecting the option to copy "All content" and we'll then click the "Import" button.



4. Once the "Current Jobs" status changes from "Queued" to "Running" to "Completed," the copy process is finished. NOTE: The five minor issues referenced on this screen can be ignored, as they are byproducts of the original migration of contents from Blackboard into Canvas. Click the "Home" link on the Course Navigation menu to verify that your desired contents have been successfully copied into your blank shell.

Account	su23 8W		Import Conter	it				
8	Announcement	5 90	Content Type	Select One	~			
Admin	Assignments	ø						
ری) Dashboard	Discussions							1
P	Grades	- 1						
Courses	People	- 1	Current Jobs					
	Pages	ø						
Calendar	Files	ø	Course Copy	INST523	3.willisopaleni	May 10 at 6:45pm	Completed	5 issues