

SU23 Canvas Courses

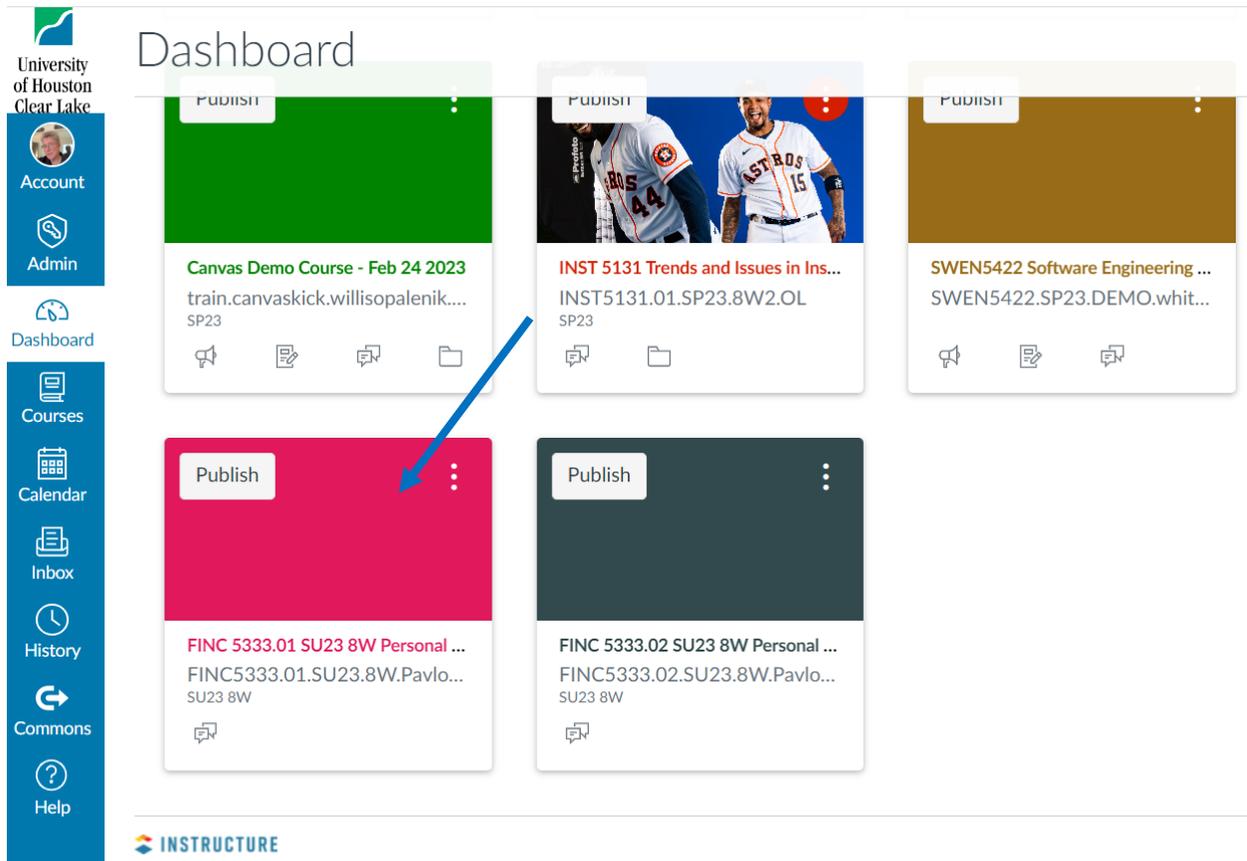
Merging/Cross-Listing, Naming, and Copying Contents

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: [Crash Course - Canvas SU23 Semester Offerings \[6:41\]](#), explains the following steps:

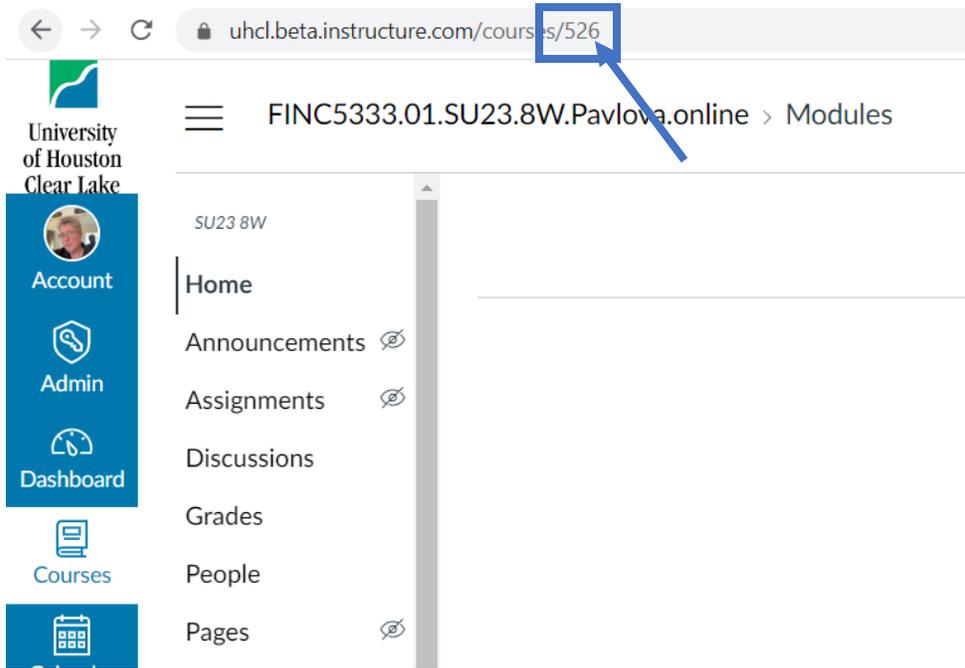
1. Merging/Cross-Listing multiple sections or courses of students into a single “parent” course;
2. Editing the “parent” course name to reflect the combined courses/sections; and
3. Copying contents from an existing Canvas course (e.g., the temporary master shells previously provided to SU23 early adopters) 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

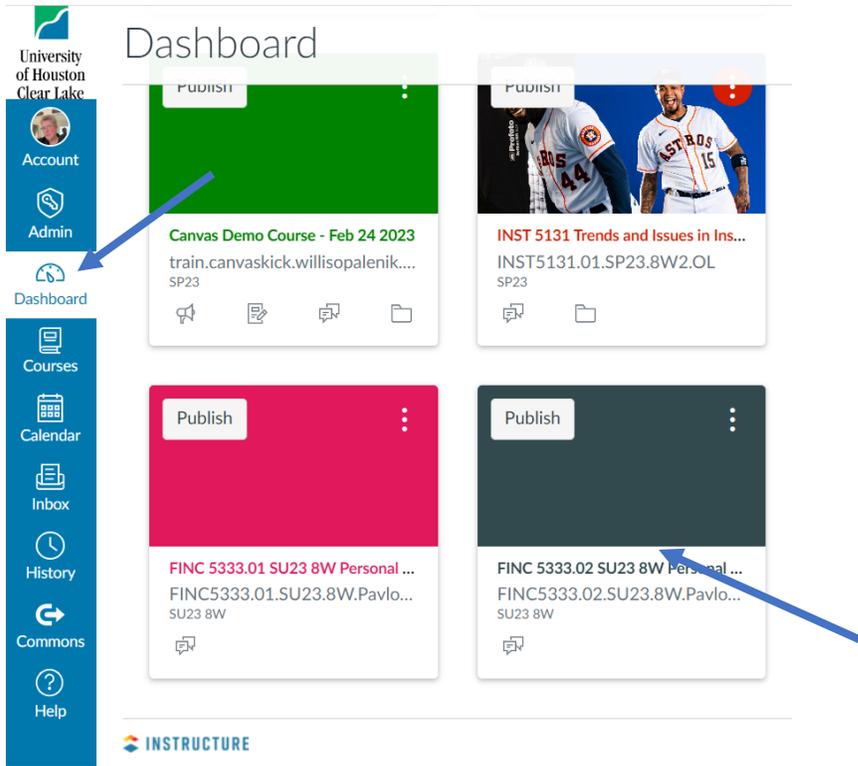
1. Begin by logging into Canvas and the locating clicking tile on your Dashboard of the course that you want to serve as the “parent” shell, into which enrollments from the “child” courses will be added. Shown below are the tiles for sections 01 and 02 of FINC 5333. For this demonstration, I’ll use section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



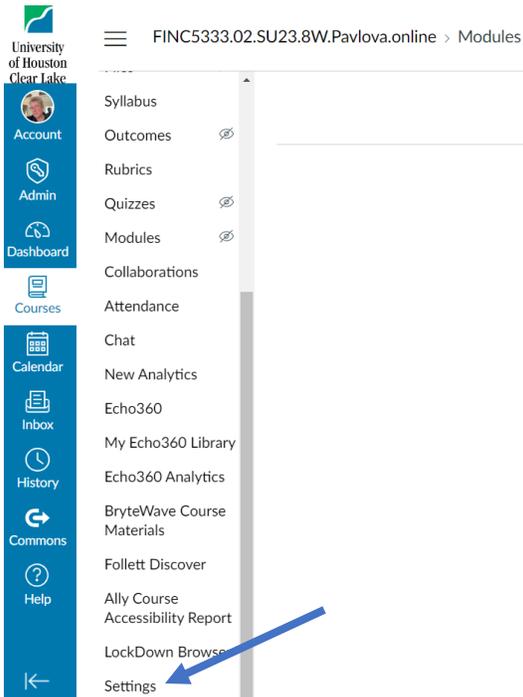
2. Once in the “parent” course, navigate to the URL field and copy or jot down the three-digit code at the end of the course’s web address. You’ll need that three-digit number shortly to merge your “child” course to the “parent.”



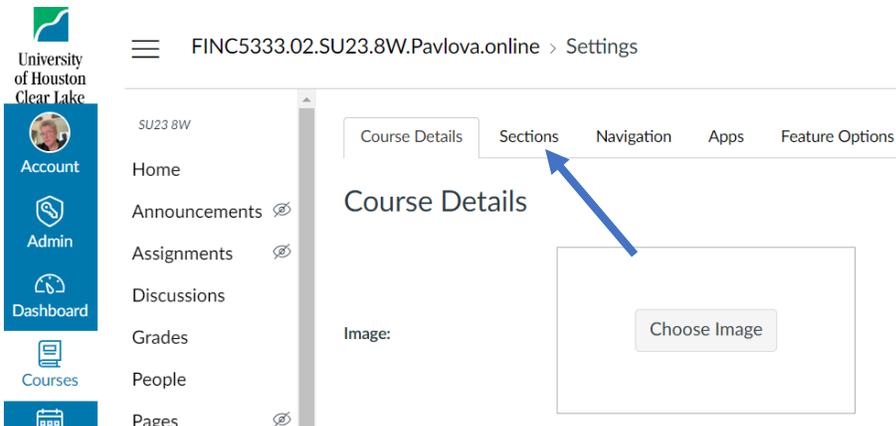
3. Return to your Dashboard. Then locate and click the file for the “child” course.



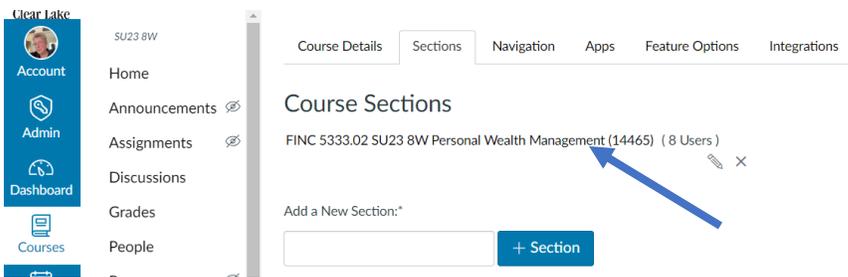
- Once in the “child” course, scroll to the bottom of the Course Navigation menu and select the “Settings” option.



- On the “Settings” screen, click the “Sections” tab.



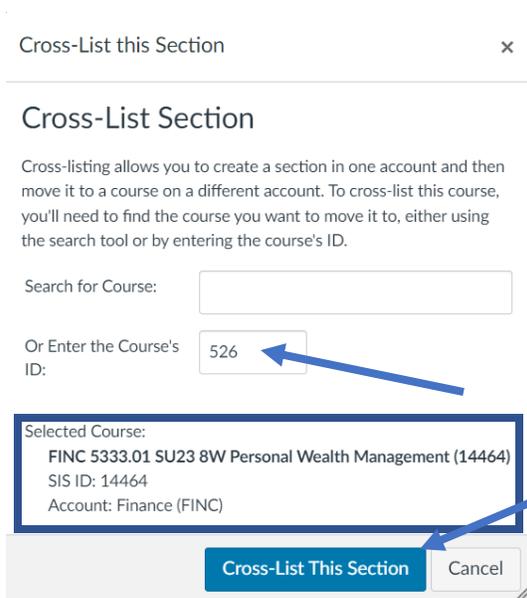
- On the Course Sections screen, click the course name of the “child” course to proceed.



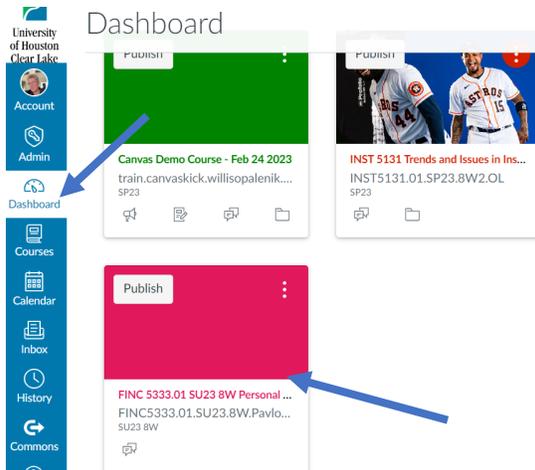
- At the next screen, click the “Cross-List this Section” button.



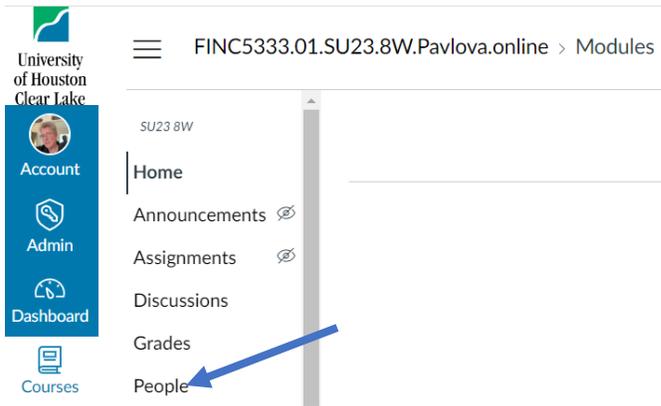
- At the “Cross-List this Section” dialogue box, enter or paste the three-digit course code from step #2 above into the lower box and then press the Enter key on your keyboard. The name of the “parent” course should then display under “Selected Course.” If the correct course is shown, click the “Cross-List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



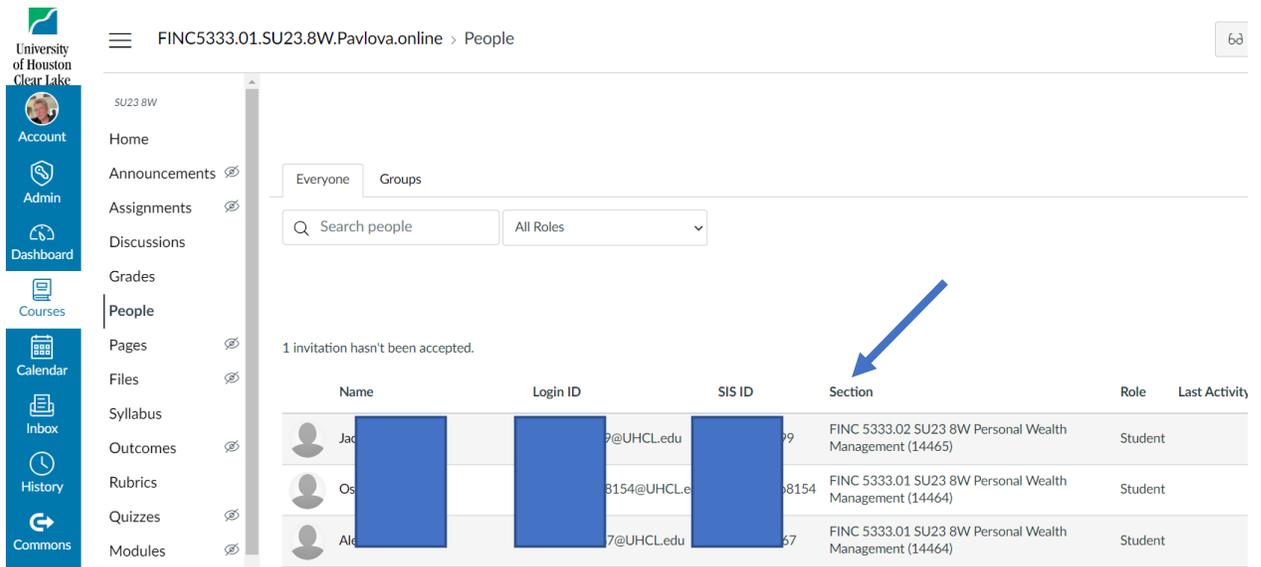
- Return to your Dashboard, and then locate the tile for your “parent” course. **Note that your “child” course is no longer visible; this is intended functionality.** Click on the course tile to enter the newly merged shell.



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



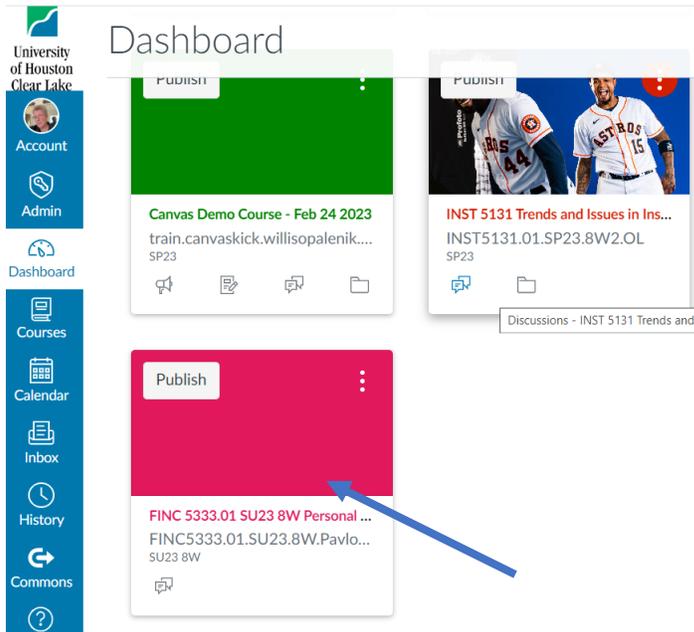
11. Note that you can see a list of your student names, and, in the Section column, you can see in which section they are enrolled. **NOTE: Student data in this example is obscured for privacy.**



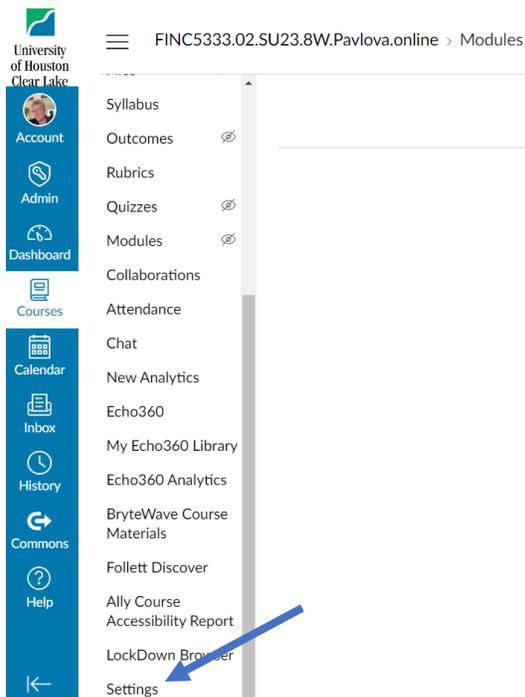
Editing the Parent Shell Name

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.

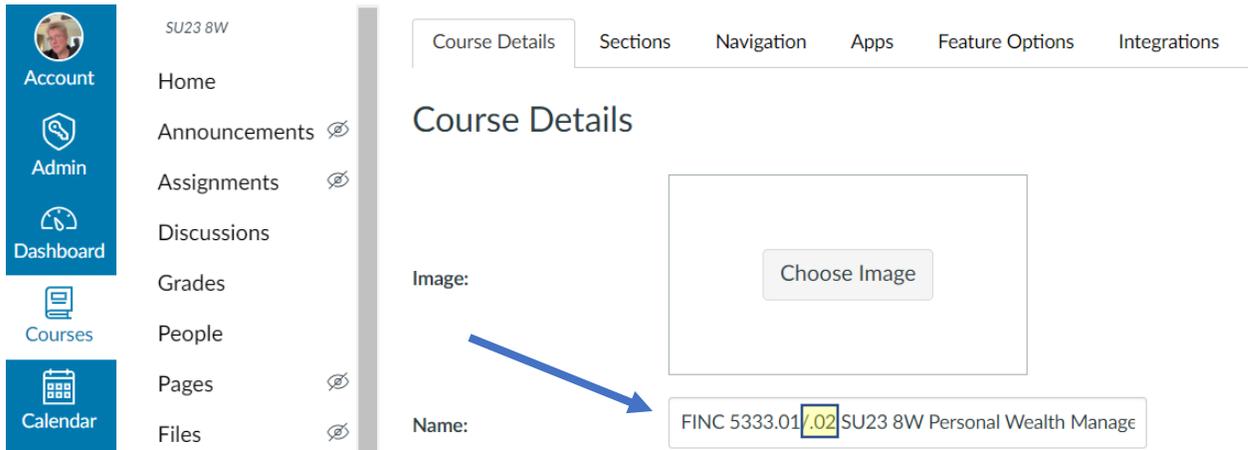
1. To begin, go to your Canvas Dashboard and locate and click the tile for the “parent” course.



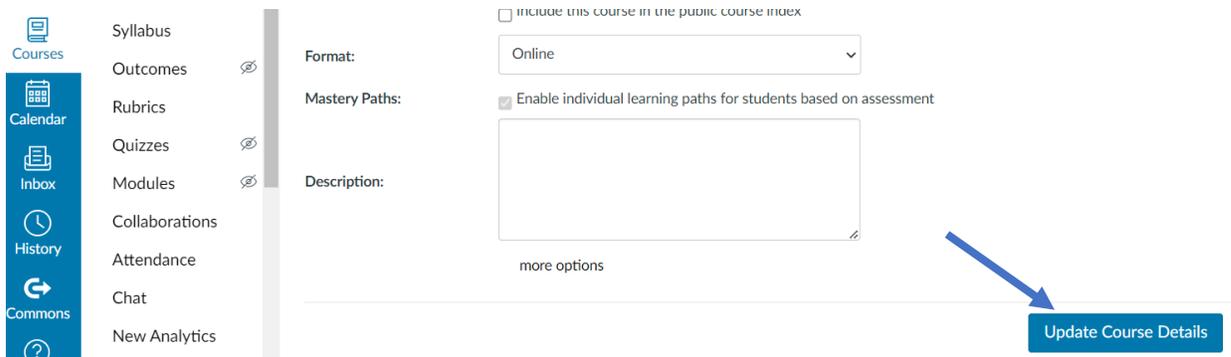
2. Once in the course, scroll to the bottom of the Course Navigation menu and select the “Settings” option.



- 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.**

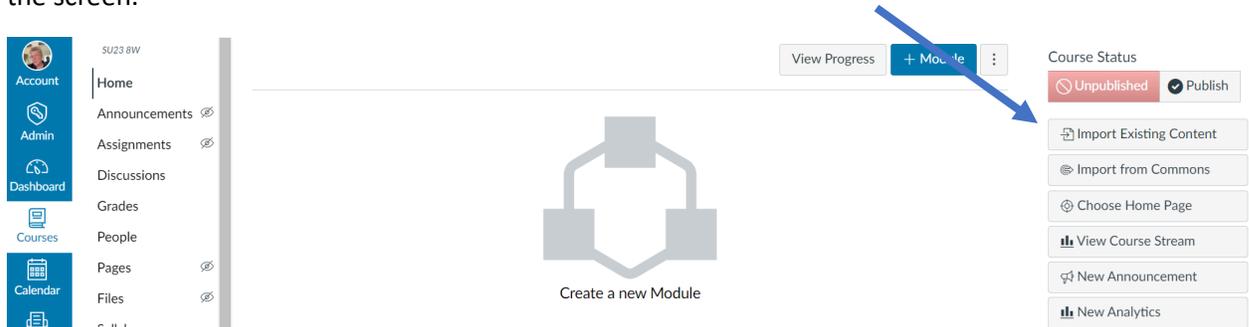


- To save the name change, scroll to the bottom of the page and click the “Update Course Details” button. You may then either perform more tasks in the “parent” course or return to your Canvas Dashboard.

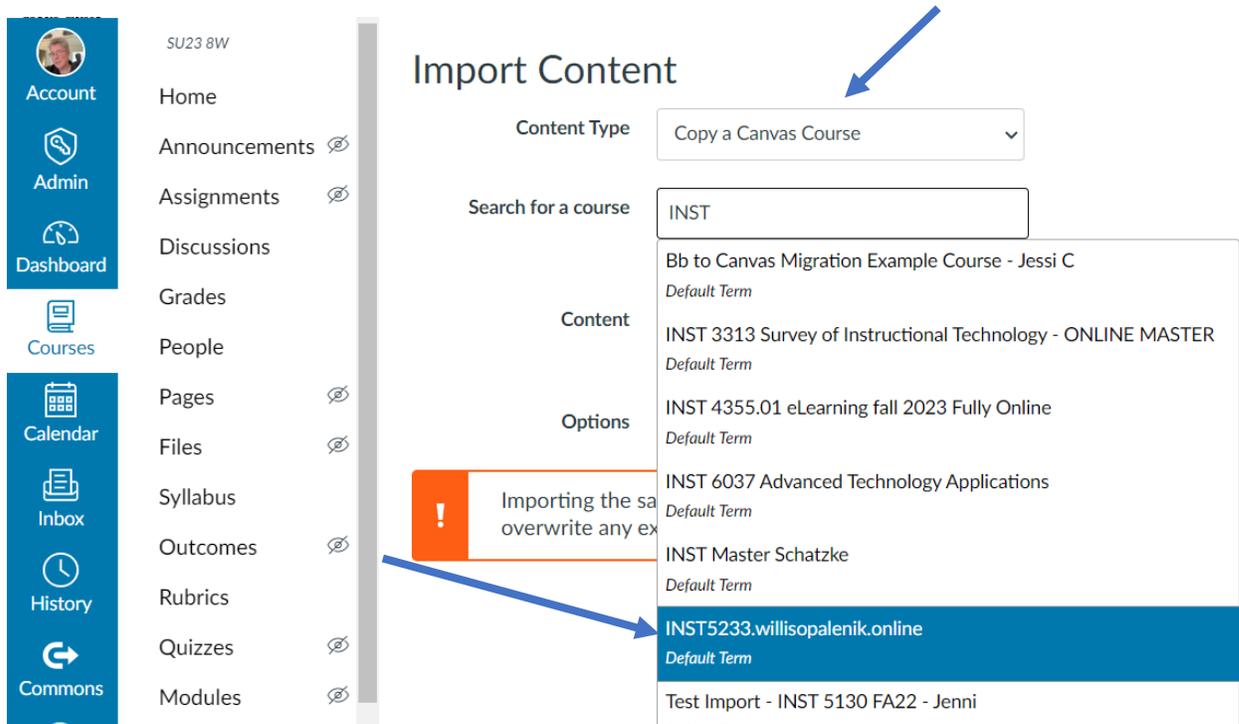


Copying Contents from One Canvas Shell Into Another

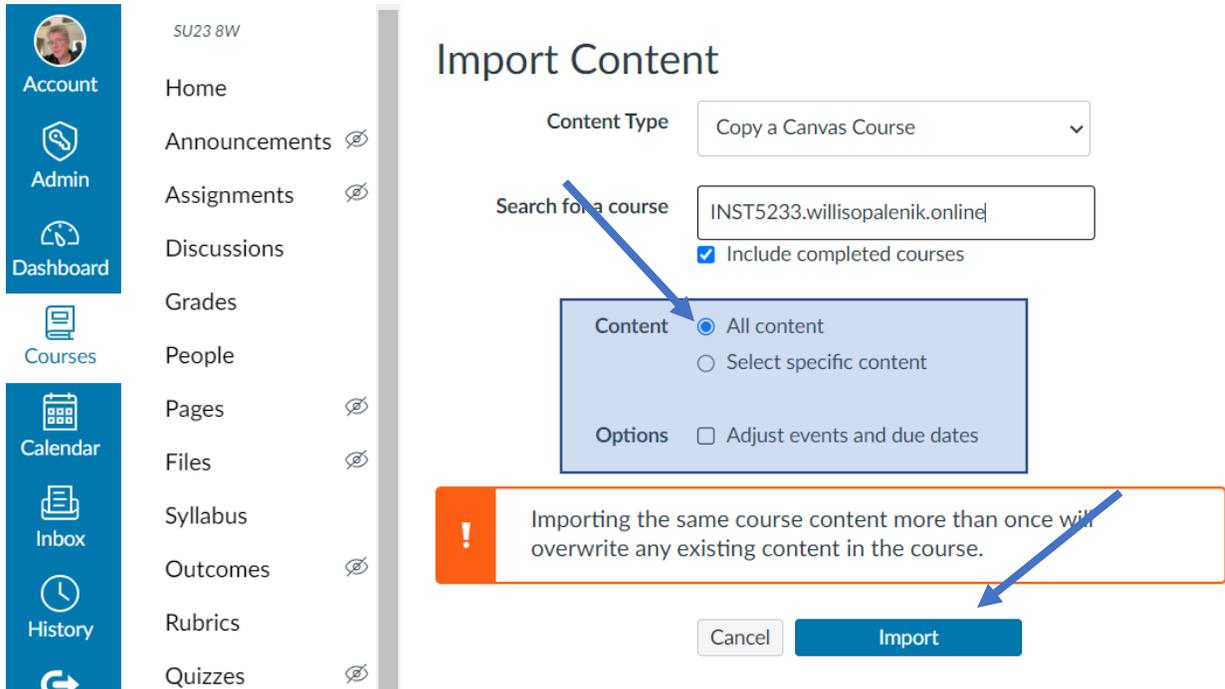
1. Begin by entering the empty Canvas shell into which you want to copy contents from another Canvas course. Once inside the blank course, click the “Import Existing Content” button in the right side of the screen.



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.



- 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.



- 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.

