OLD DOMINION UNIVERSITY

Canvas: Cross-listing courses

Merge/cross-list courses

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Cross-listing must be done prior to publishing courses for students. Failure to do so may result in unrecoverable loss of student data and grades.

If you use the ODU Attendance Management Tool, do not cross-list your course sections in Canvas; attendance automation will not work properly. (Classes that are cross-listed in *Banner*, however, should process correctly.)

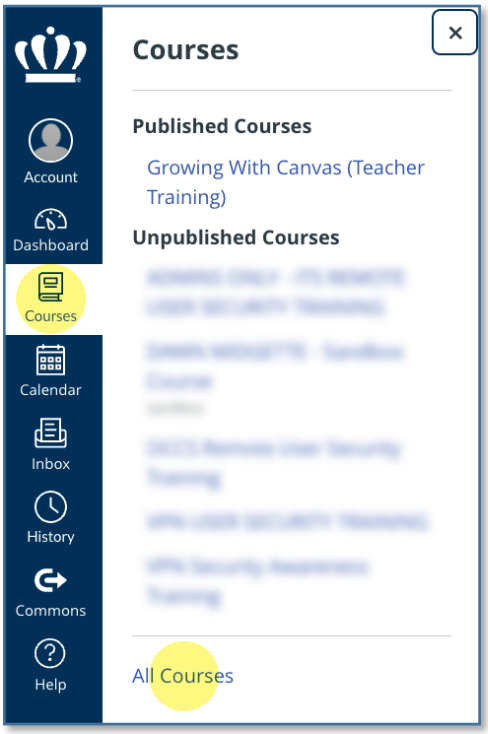
Important: Maintaining FERPA compliance

To keep courses FERPA-compliant, students cannot interact with students in other sections of the same course. CRNs that are not cross-listed in Banner are considered separate classes in the same way that a M/W/F 8am and a T/Th 1pm section of MATH 211 are considered two separate classes.

You must hide the list of **People** in each cross-listed course so students can't see other students' names, and there are certain tools that must be handled with **Groups** in order to keep students in each section separate. See instructions below.

Merge/cross-list courses

1. Select **Courses**, then scroll down and click **All Courses**.



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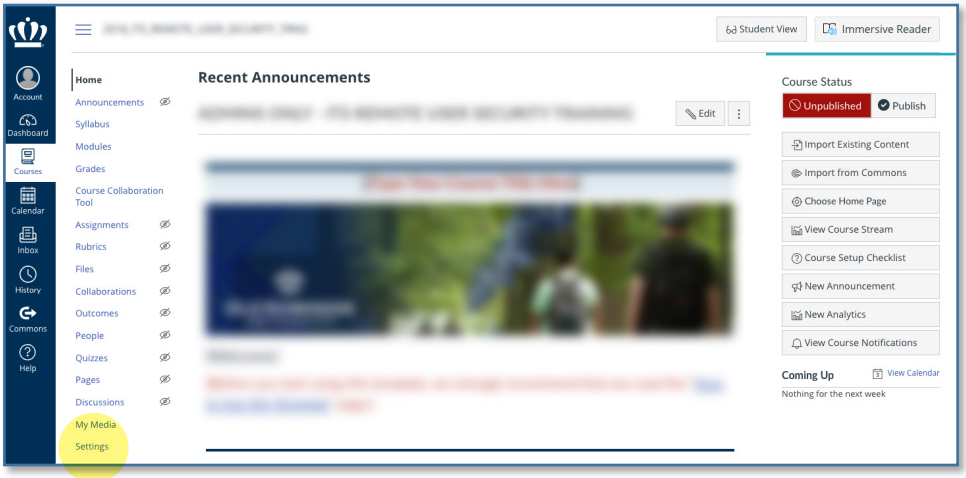
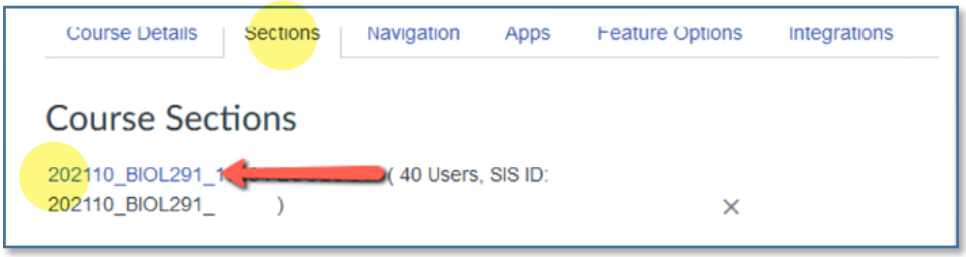
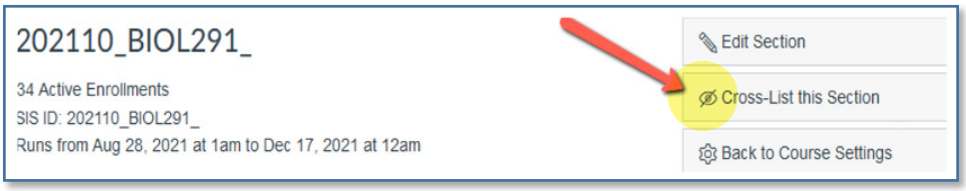
2. From the list of courses, select the course with the **highest** CRN of those you want to merge. Then, from the course menu on left, select **Settings**.



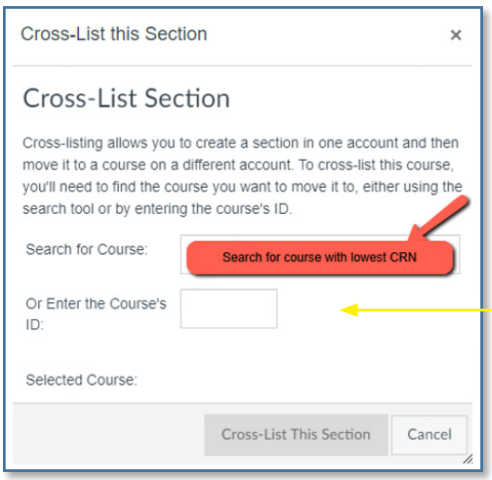
3. Click the **Sections** tab, then click the **Course ID** link in blue. (This Course ID should match the course you are currently in.)



4. On the right side, select **Cross-List this Section**.



5. In the box that pops up, use the first field to search for the course with the **lowest** CRN of those you wish to merge. If you've given the course a nickname, it will be displayed.



Don't bother with the second field on this screen – the Course's ID refers to the course's internal ID and is not the same as the Course ID or CRN displayed in Canvas and Banner.

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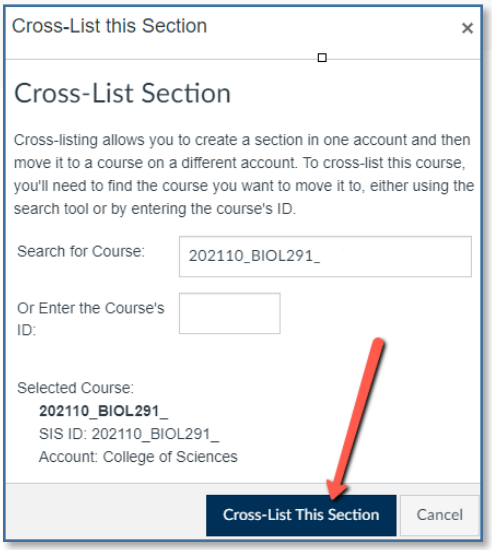
6. Confirm the **Selected Course** and click **Cross-List This Section**.



7. The page will refresh, and you will be taken to the course with the lowest CRN you selected in the previous step. The courses are now cross listed. Additional student drop/adds will be added/removed automatically to the lowest CRN cross-listed course.

   To merge/cross-list additional courses, repeat steps 1 through 7, looking for the next highest CRN that you intend to merge/cross-list.

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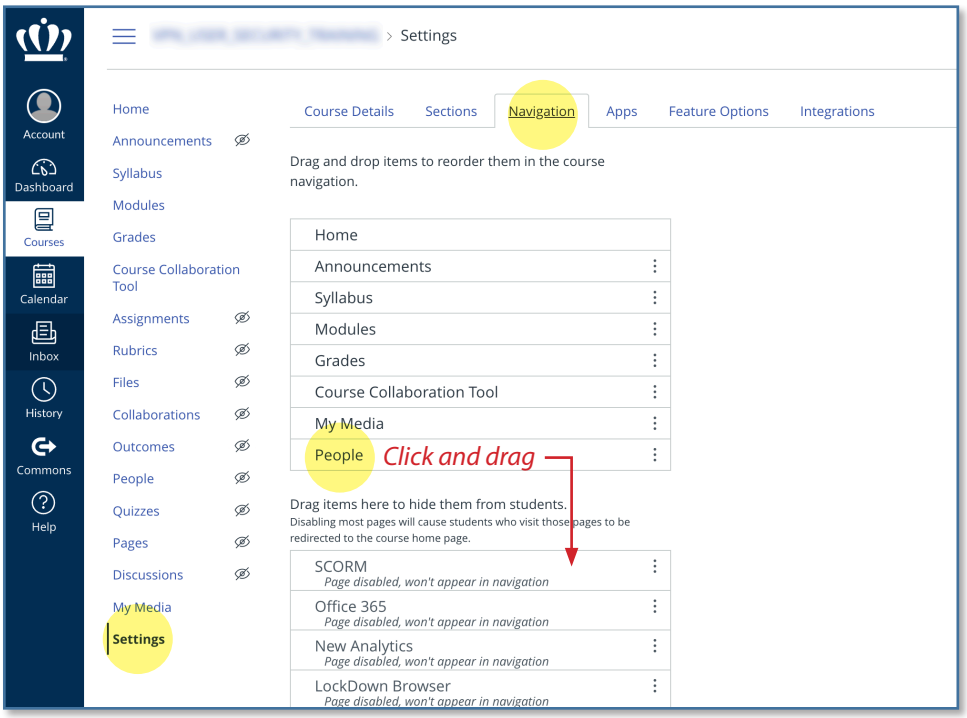
Hide the people menu

To maintain FERPA compliance, the **People** menu item will need to be hidden from students.

1. Click **Settings** on the course navigation menu.
2. Go to the **Navigation** tab.
3. Click and drag the **People** menu down to the section titled **Drag items here to hide them from students**.



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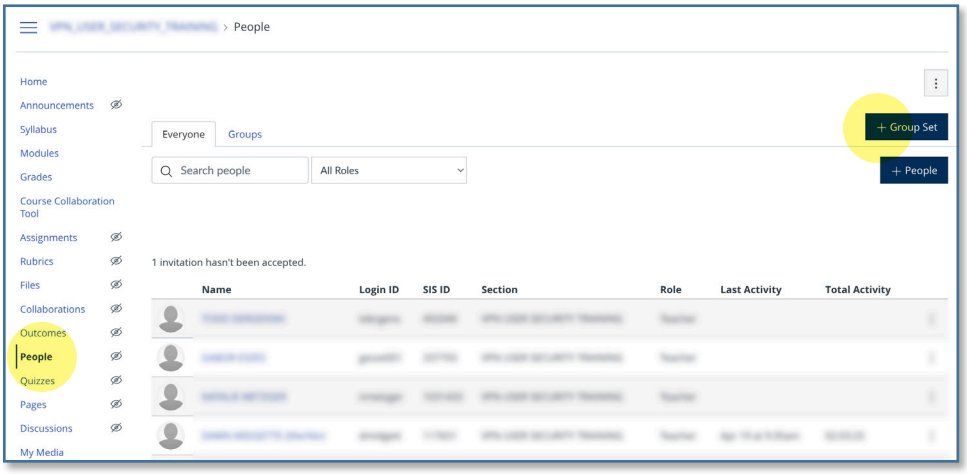
Create groups

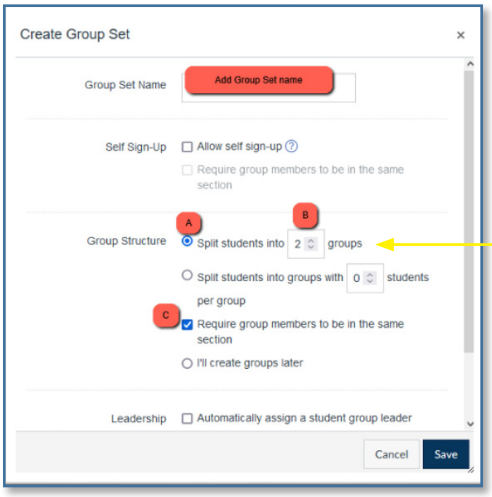
With certain tools, you must create **Groups** in order to keep students from different sections separated.

Note: If new students enroll in any course section after groups are created, they will NOT be added automatically to their group section. You must manually add these students to their correct group based on their section enrollment.

1. Click **People** on the course navigation menu, and click **+ Group Set**.



2. Provide a **Group Set Name**.



Group Structure

*A. Select **Split students into [#] groups**.*

B. Enter the number of sections you have cross-listed within the course.

*C. Select **Require group members to be in the same section**. This will keep students in their own section.*

3. Click **Save**.

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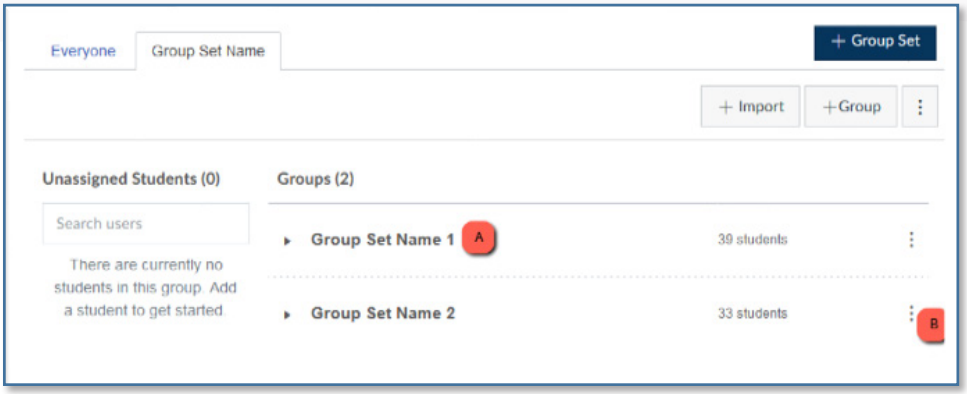
4. **Group sets** will appear on the following screen, displaying group names and the number of students in each group.



A. By default, each group is identified by the Group Set Name (the name you typed in during step 2 above) and a number (1, 2, etc.)

B. You can use the **Options Menu** to edit the name of each group to help you identify each group by section name.

Learn more about **Groups** from Canvas.

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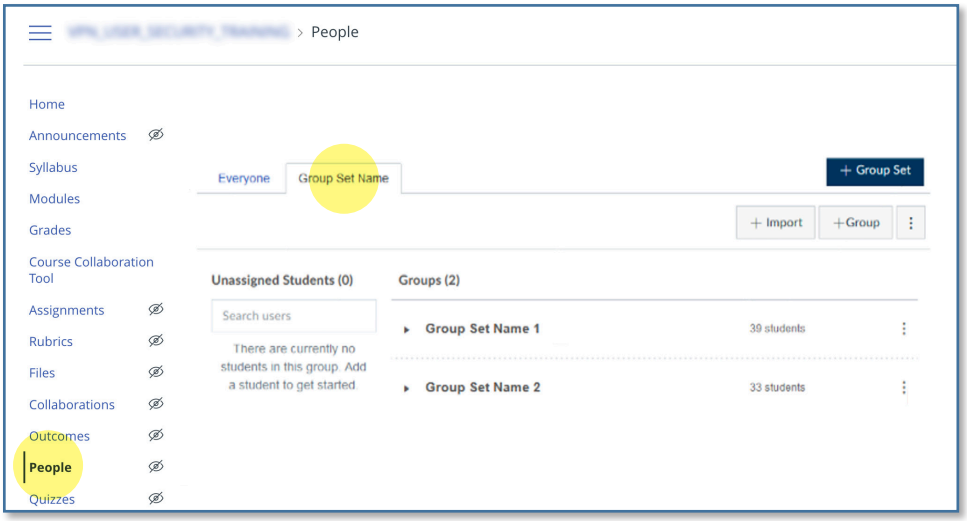
Wikis in cross-listed sections

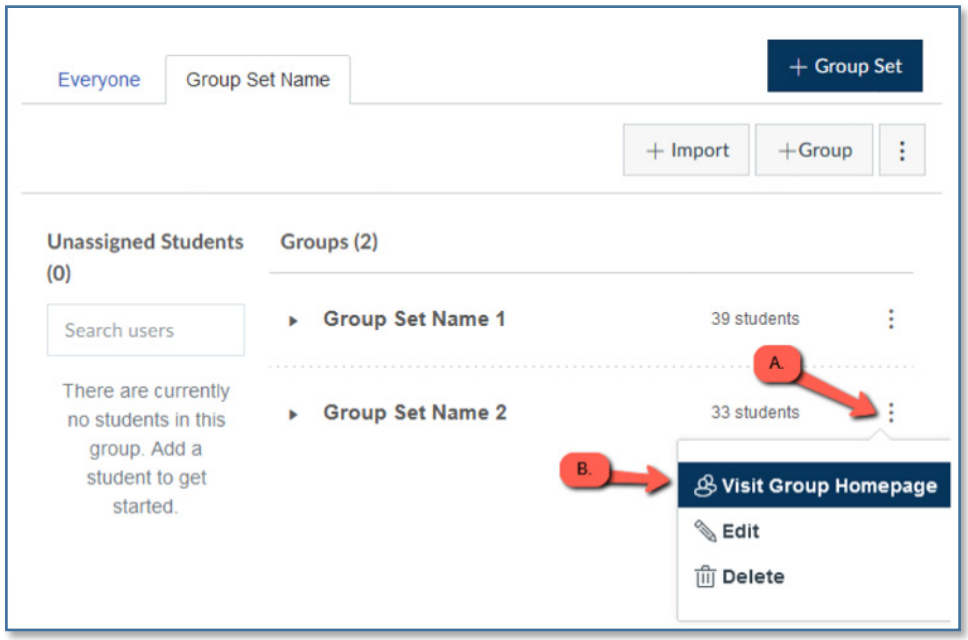
Canvas does not have a built-in wiki tool, but you can use **Pages** within **Groups** for wiki activity. Students can create and delete pages.

Non-graded group wikis

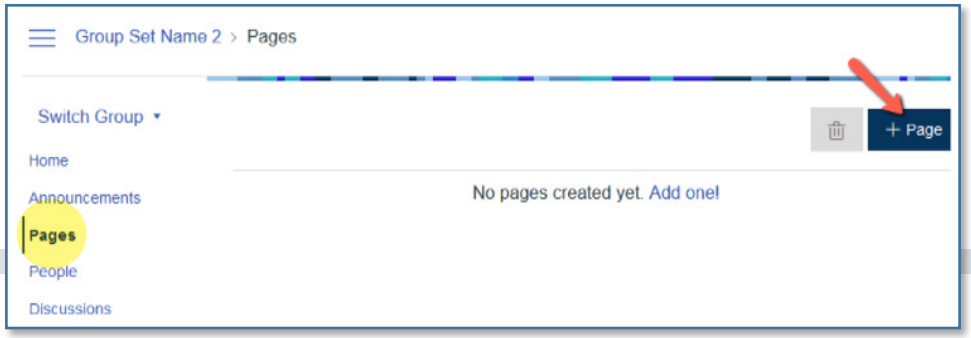
1. Click **People** on the course navigation menu, and select the **Group Set** tab. (See page 4 for more about creating groups.)



2. Select the **Options Menu** [A], then **Visit Group Homepage** [B].



3. Select **Pages** from the left menu within the group, then **+ Page**.



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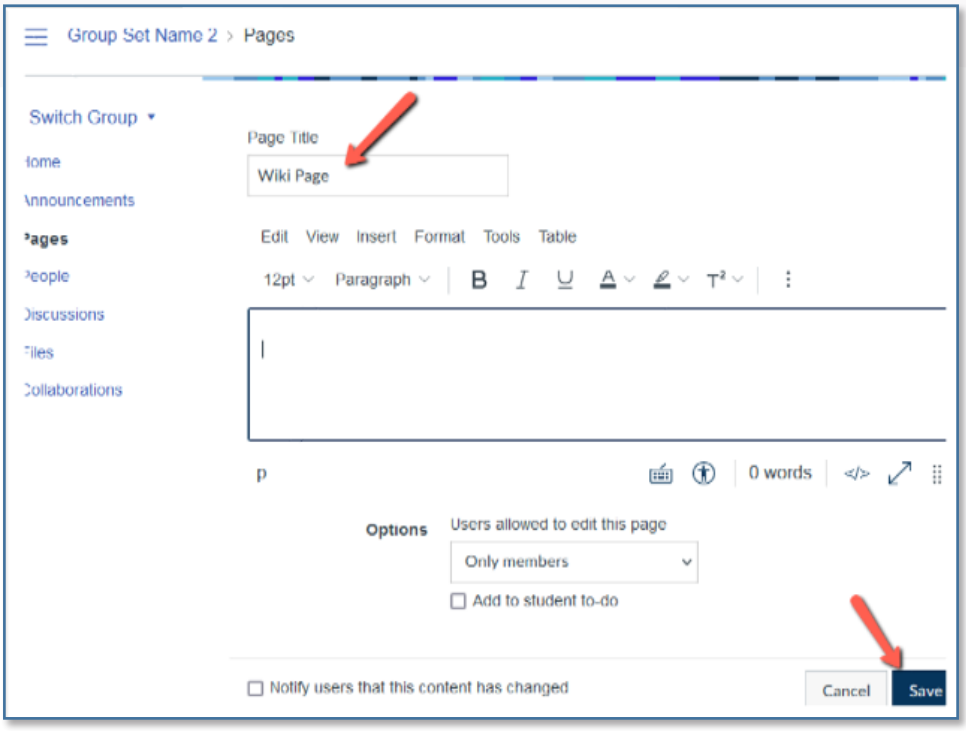
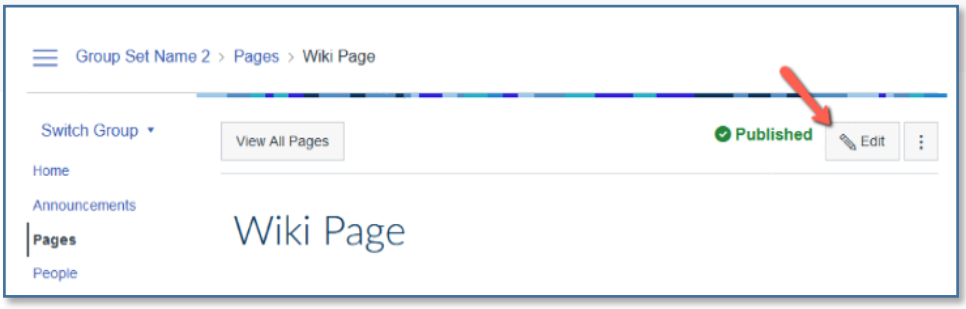
4. Create a title for the page, then **Save**.



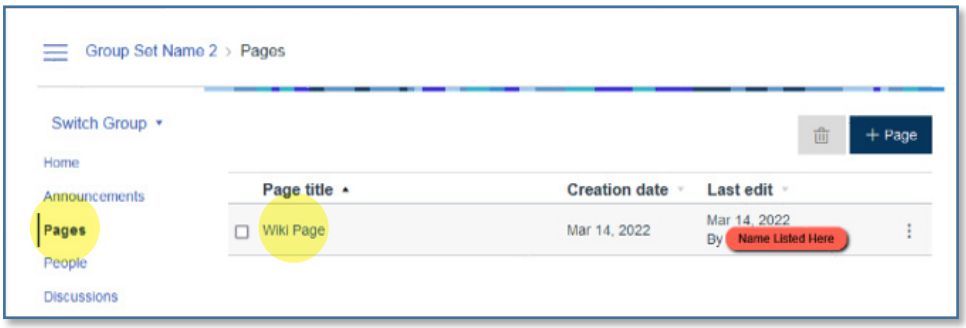
5. Your new page will open. Click **Pages** in the left navigation menu to see the new page listed, along with the date and name of the last person to edited it.

6. Students in the group can click the **page title** [A] to open the page.

7. Click **Edit** to add content to the page. All group members have access to edit the page, but should be cautious when deleting others' content.



8. To view changes, select **Pages**, then click on the **Page title**.



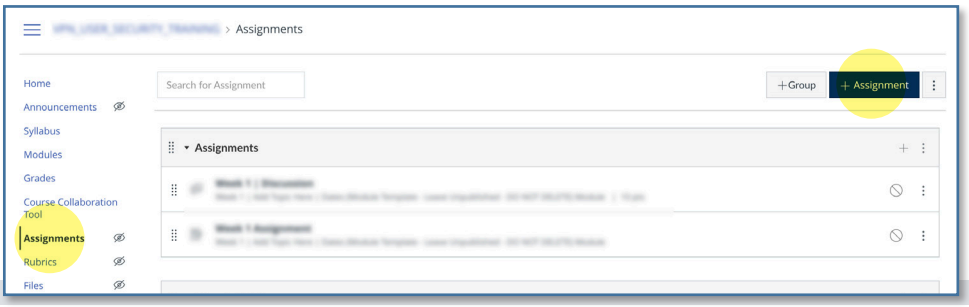
9. Click the **Options Menu** [A], then **View Page History**.

Graded group wikis

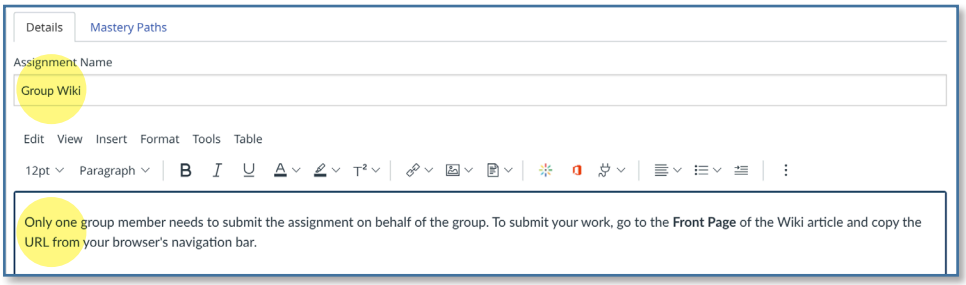
To assign grades and give feedback on a group wiki, set up a new group page, as you would for a non-graded group wiki, then create a group **Assignment** with **Website URL** online entry option selected (instructions below).

Once students complete their portion of the page, they will need to copy the group page URL from their browser's navigation bar and submit the URL as an assignment.

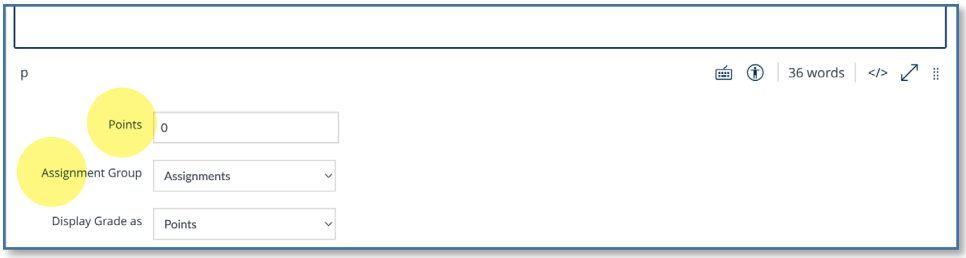
1. Click on **Assignment** from the left menu in the main course area, and click **+ Assignment**.



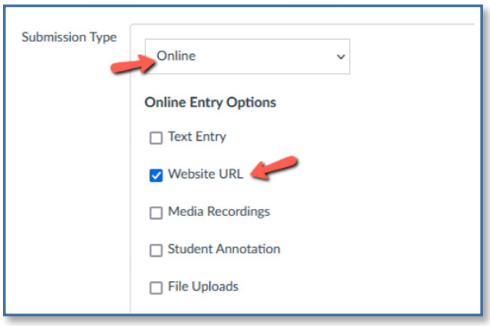
2. Enter the **Assignment Name** and write the **instructions** for the wiki. We recommend something like: "Only one group member needs to submit the assignment on behalf of the group. To submit your work, go to the **Front Page** of the wiki article and copy the URL from your browser's navigation bar."



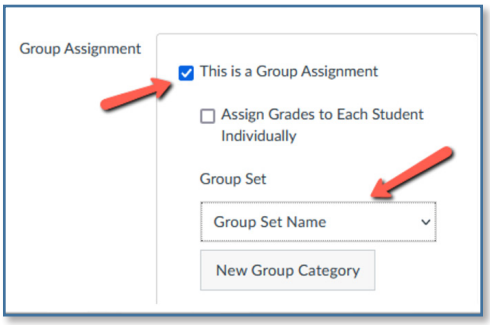
3. Assign the desired **Point** value, and select an **Assignment Group**. (This is NOT a group of students but a "category" for graded items. Learn more about assignment groups.)



4. In the **Submission Type**, select **Online**, then **Website URL**



5. Select the number of **Submission Attempts**.
6. Select **This is a Group Assignment**, and assign to a group set that you created in the **Create groups** section above.



7. Select other settings, then click **Save**.

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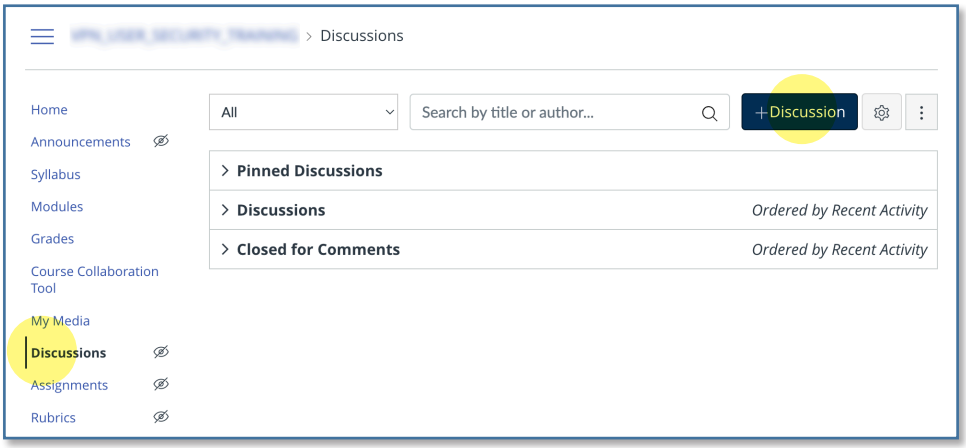
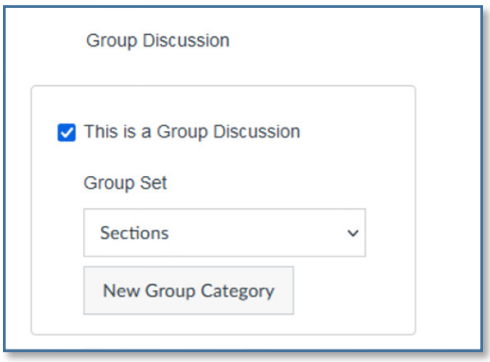
Discussions in cross-listed sections

To maintain section separation, you can assign groups in discussions. This can be done for graded and non-graded Discussions.

1. Click **Discussions** on the course navigation menu, and click **+ Discussion**.



2. Name your discussion and select your options, being sure to check the box next to **This is a Group Discussion**. Assign to a group set that you created in the **Create groups** section above. This automatically creates a discussion for each course section to keep students separated.



Learn more about **Discussions** from Canvas.

If you have any questions or concerns, please contact itshelp@odu.edu.