

# Course Combine in Canvas

## EXPLANATION

Two or more courses in Canvas can be combined into a single main course and appear as “sections” within that main course. This can be very helpful for cross-listed and slash-listed courses or when an instructor is teaching two sections they would like to combine. This feature allows you to only post content once in a single Canvas course instead of posting content in each separate cross-listed or slash-listed course or individual section. This can save time and help keep content consistent across courses.

**Ideally, courses should be combined *before* adding any content to the course and *must* be done before students submit assignments to the course. Combining courses after content has been added to the courses can result in loss of that content once courses are combined.**

When courses are combined in Canvas, one course is the main course and other courses are combined *into* that main course. **Only content in the main course will be preserved.**

For example, if you have the following courses you wish to combine

CAS-1113-995, CAS-1113-996, CAS-1113-997

you could combine sections 996 and 997 *into* section 995. Only content in section 995 would be preserved.

**Again, course combines should be done *before* adding any content to any section to avoid the risk of losing that content.**

Once courses are combined, assignments can be assigned to a single section within the main course, messages can be sent to a single section, and the gradebook can be filtered by section.

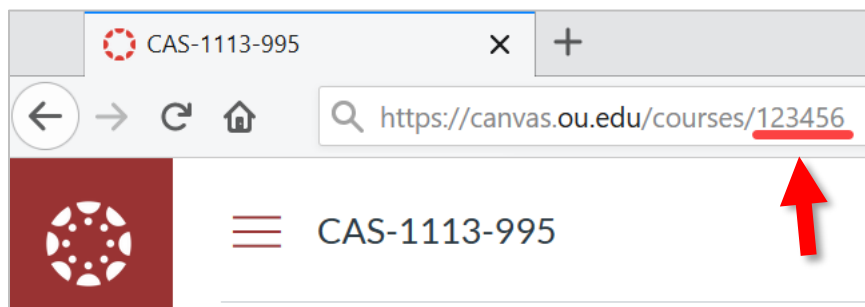
## COMBINE COURSES

To combine courses in Canvas, you must first decide which course will be the main course.

1. Go to the home page of the main course in Canvas.

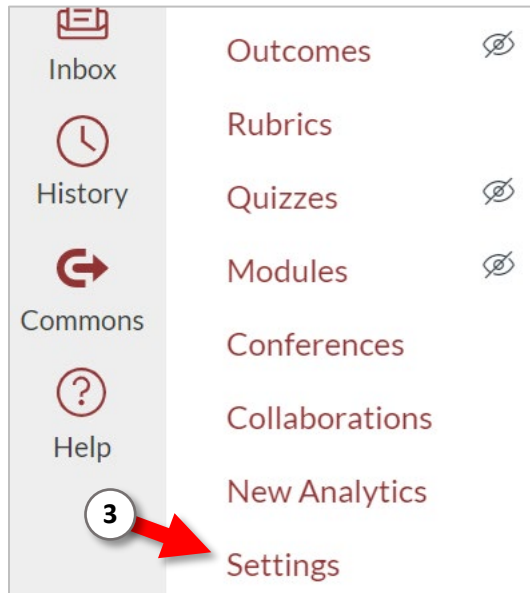
In the address bar of your browser, identify the **Course ID** in the course’s URL. This will be a series of numbers after **https://canvas.ou.edu/courses/** (underlined in red below)

Copy this number.

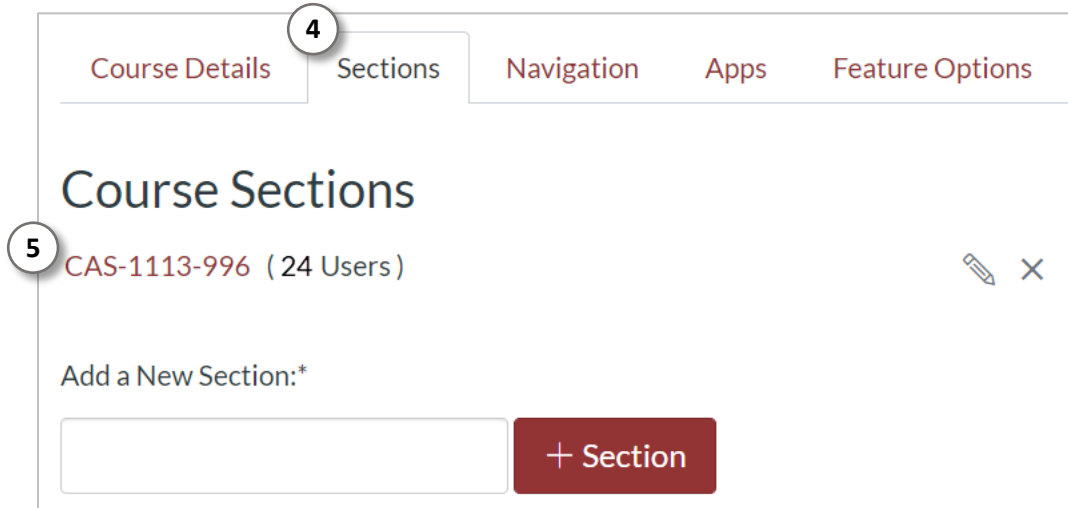


You are finished with the main course for now.

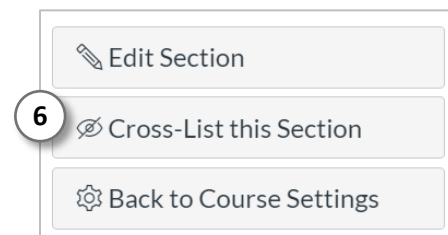
2. Next, go to the course you want to combine with the main course.
3. Click **Settings** in the course navigation.



4. Click the **Sections** tab.
5. Click the title of the course section.



6. On the next screen, click **Cross-List this Section**.



7. In the window that appears, enter the main course's ID you copied earlier.
8. Verify that the selected course is correct.
9. Click **Cross-List This Section** to combine the courses.

Search for Course:

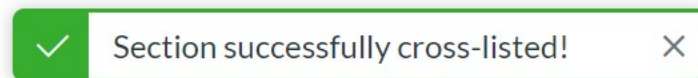
Or Enter the Course's ID:

Selected Course: **CAS-1113-995**

Account: College of Arts and Sciences

**Cross-List This Section** Cancel

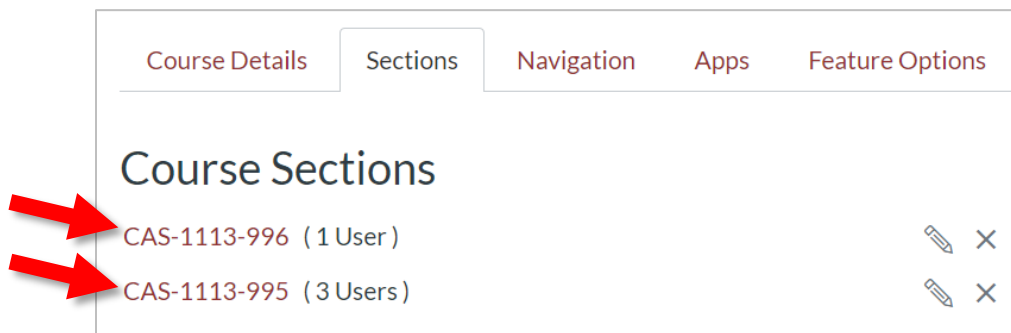
Once the courses have been combined, you should see a message at the top of the Canvas window indicating the sections have been successfully combined.



Repeat steps 1-9 for each course you wish to combine with the main course.

### VERIFY COMBINED COURSES

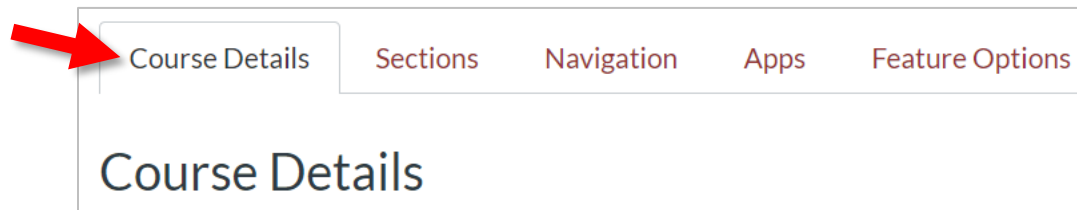
1. Go to **Settings** in the main course in Canvas.
2. Click the **Sections** tab.
3. Under **Course Sections**, you should see the original course section plus any combined sections that have been added to the main course. Verify that all expected courses are listed under **Course Sections**.



### CHANGE COURSE TITLE TO INCLUDE ALL SECTIONS

Once courses have been combined, you should change the title of the course in Canvas to reflect that the course which students will be accessing includes all combined sections, to prevent confusion.

1. Go to the course's **Settings** page.
2. Click on the **Course Details** tab.



3. Find **Name** and **Course Code** in the list of settings, near the top.
4. Edit the **Name** and **Course Code** to include the combined sections.

A screenshot of the 'Name' and 'Course Code' fields in the Canvas interface. The 'Name' field contains the text 'CAS-1113-995/996' and the 'Course Code' field contains 'CAS-1113-995/'. Red arrows point to the text in both fields.

5. Scroll to the bottom of the page and click **Update Course Details**.

You are now finished combining courses in Canvas!