

# Course Combines in Canvas

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 courses or when an instructor is teaching two or more sections, they would like to combine into one. 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 HSC-3000-100, HSC 3000-200, and HSC 3000-300 for a particular semester you could combine sections 200 and 300 into section 100. Only content in section 100 would be preserved.

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.

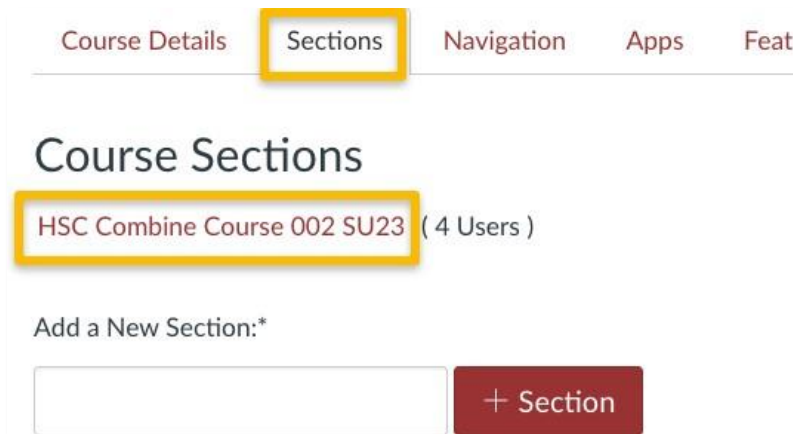
1. Go to the home page of the main course in Canvas.
2. In the address bar of your browser, identify the Course ID in the course’s URL. This will be a series of numbers after <https://canvas.ou.edu/courses/> (outlined in yellow in graphic below)
3. Copy this number.
4. You are finished with the main course for now.



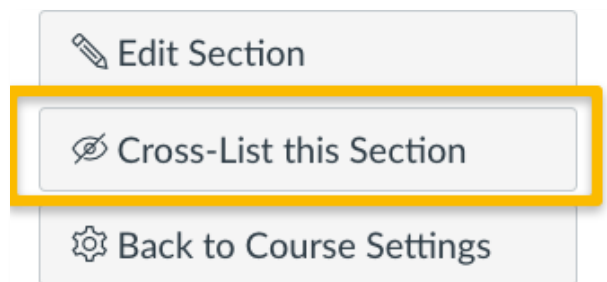
- Next, go to the course you want to combine with the main course (for example, section 200).
- Click Settings in the course navigation.



- Click the Sections tab.
- Click the title of the course section.



- On the next screen, click **Cross-List this Section** on the far-right side of the page.



- In the window that appears, paste the ID you copied earlier into the box **Enter the Course's ID** and press Enter/Return on your keyboard.
- Verify that the Selected Course is correct.
- Click **Cross-List This Section** to combine the courses.

## Cross-List Section

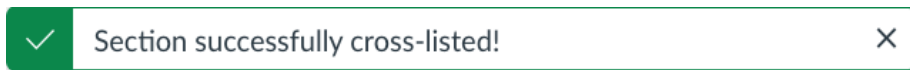
Cross-listing allows you to create a section in one account and then move it to a course on a different account. To cross-list this course, you'll need to find the course you want to move it to, either using the search tool or by entering the course's ID.

Search for Course:

Or Enter the Course's ID:

Selected Course:  
**HSC Combine Course 001 SU23** ←  
 Account: OU Health Sciences Center

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 the steps to continue adding additional sections.

### VERIFY YOUR COMBINED COURSES

- Go to Settings in the main course in Canvas.
- Click the Sections tab.
- 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.

Course Details | **Sections** | Navigation | Apps | Featu

## Course Sections

HSC Combine Course 001 SU23 ( 1 User ) ←

HSC Combine Course 002 SU23 ( 3 Users ) ←

## 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.



The image shows a screenshot of the Canvas course settings page. Two input fields are visible: 'Name:' and 'Course Code:'. Both fields contain the text 'HSC Combine Course 001/002 SU23'. The text in both fields is highlighted with a yellow rectangular border.

5. Scroll to the bottom of the page and click Update Course Details. You will then see the name change on the top of the page.

**You are now finished combining courses in Canvas!**

Should you have questions about this process, please submit a ticket at <https://link.ou.edu/canvas>