Working with Multiple Sections and Cross-Listed Classes

This page is for teachers who have multiple sections of a class (For example, if you teach ENGL 112 at 10:30 and at 12:00), or who have cross-listed classes (For example, if you teach a class that is listed as both BBST 465 and CNMA 459)

For Multiple Sections or Cross-Listed Courses: By default, the Registrar's Office creates a separate Canvas course for each course. However, you can request to have your sections combined so that students from both sections will have access to one single course on Canvas. This allows you to manage both sections in one place, and keeps you from having to duplicate your work. To combine your sections, submit a helpdesk ticket with the name of the course, sections to be combined, and the name/number of the "parent" section. See the end of this page for more details about this decision.

View Sections and Rosters

To see which sections are connected to the class, click (1) Settings in the left menu then (2) the Sections tab. The list will show which sections of students have access to the course.
Click "People" to view the roster - the "Section" column shows the section for each student.

**Assign Different Due Dates to Sections**

When you create an assignment, you can assign the same due date to all students, or you can assign different dates to each section. (You can even assign a different due date to individual students.) To do this, go to the "Edit" page of an Assignment (click "Assignments" then click on one of the assignments, then click the "Edit" button at the top). Near the bottom, you will see the "Assign" section with the due date and availability dates. Click "+Add"

A menu will appear where you can choose one of the sections:

Then you can enter a due date for that specific section. See more details in the Canvas documentation about assigning due dates.
By default, the Gradebook shows students from all sections. To view just one section, click the "Showing All Sections" menu at the top-right and choose a section to show.

Should I combine my Sections?

Quick answer: Yes, probably so. We recommend it for most situations. Here are a list of pros & cons:

Pros:

- Avoid duplicating your work. You only need to upload course content in one place on Canvas.
- You don't have to remember which students are in which section, all grades and assignments are in one place.
- You can still have separate due dates (see above)
- You can still view the Gradebook separately (see above)

Cons:

- You cannot have different grade weight by section (for example, if you want homework to count for 20% in the 10:30 section, but 25% for the 12:00 section).
- Having different assignments requires extra setup (if you assign HW#3 to the 10:30 section, but not to the 12:00 section)
- You need to remember to request this at the beginning of the semester. (We send reminders each semester).