

Rather than creating and maintaining multiple course shells for different sections of the same class, you can combine sections in one shell and manage just one course. By assigning students in each section to a CRN group, you can make course announcements, facilitate forums, record scores, and enter grades for one section at a time. Once your courses are combined, [this guide](#) describes how to manage your combined course with groups.

To combine enrollments from multiple sections in one course shell:

1. First [create a group](#) in the course that you intend to develop. Name the group for that "parent" section—when it meets or its CRN (e.g., MW, 8:30, or 1234).
2. Add all the students enrolled in the course to that group.
3. Create another group and name it for the section you intend to add. Repeat as necessary to create as many CRNs as you plan to enroll. Figure 1 illustrates a parent course (CRN 6722) with a group named for the CRN populated with students enrolled in that section and an empty group for an additional CRN (6780).

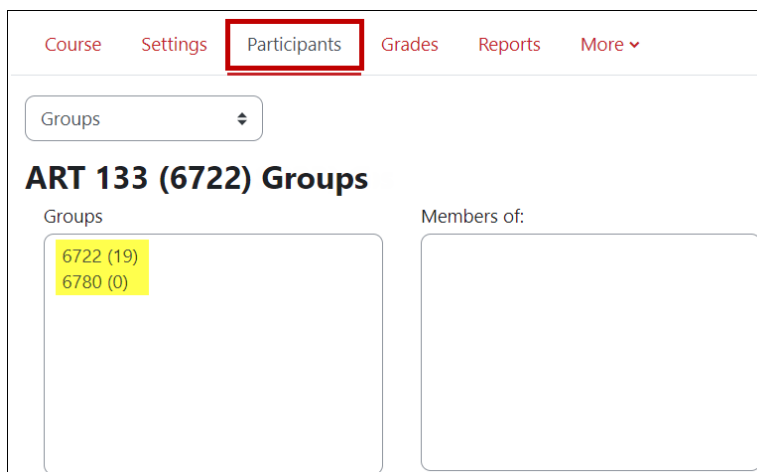


Figure 1: Groups Created

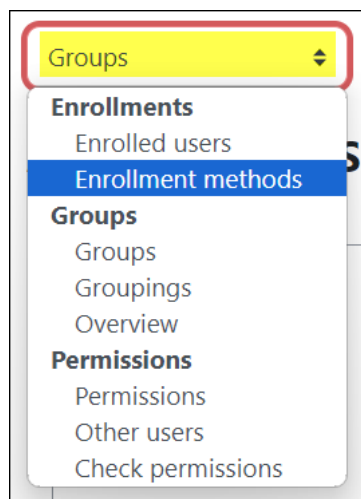


Figure 2: Participants Menu

4. Open the [Participants](#) pull-down menu again and select [Enrollment methods](#) (Figure 2).
5. From the [Add method](#) menu, select [Course meta link](#) (Figure 3).

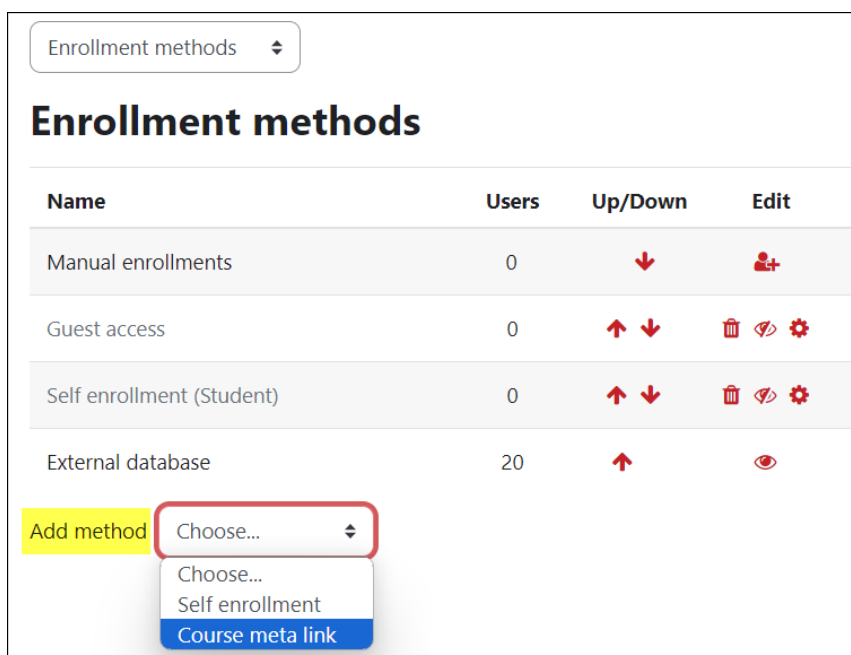


Figure 3: Course Meta Link Option

Combine CRNs in One Course

- Enter the CRN of the course you want to add in the **Link course** field or use the pull-down menu to display a list of course enrollments that could be added. Select the first course you wish to add, as shown in Figure 4. **Check the course name and term to be sure that you are choosing the correct section!**
- In the **Add to group** pull-down menu (Figure 5), select a group that you have already created. (**Note:** If you haven't already enrolled the students in the parent course in a group, do that **BEFORE** taking this step to save yourself time later!)
- Add the enrollment of the selected section to the parent course by clicking on **Add method** (Figure 6).
- Continue selecting CRN's until all desired sections have been added to the parent course. You'll see the enrollment **confirmed** as shown below right in Figure 7. Note that the number of users enrolled through the meta course link(s) will include you, since you are also enrolled in the "child" section(s). You'll also be enrolled in the group that corresponds with the meta linked section.

There's just one more step to complete this process—setting the course up for groups. With the course set for groups, every new activity that you create will automatically be set for groups and, importantly, the gradebook will have a group setting so you can review the grades for one section separately from others—very helpful when it's time to enter grades at the end of the term. If your course has content from a prior term, take a few minutes to set the activities up for groups—it will make your life easier!

Figure 4: Link Course Field

Figure 5: Add to Group Field

Figure 6: Add Method Button

Enrollment methods			
Name	Users	Up/Down	Edit
Manual enrollments	1	↓	⚙️
Guest access	0	↑ ↓	⚙️
Self enrollment (Student)	0	↑ ↓	⚙️
External database	20	↑ ↓	⚙️
Course meta link (ART 133 (6780) - Introduction to Drawing)	16	↑	⚙️
Add method Choose... ⌵			

Figure 7: Enrollment Confirmation

Combine CRNs in One Course

10. Open the **Settings** menu from the top of the main course page.
11. Scroll down to the **Groups** option area (Figure 8).
12. Choose **Separate groups** in the **Group mode** field. You don't want to force group mode and there's no need to set a default grouping, so the default settings of No and None will work fine.
13. **Save changes.**
14. Two last things—first, update your **Announcements** link so that it's set for separate groups and you'll be able to send announcements to all students or to individual sections, as needed. Second, if you have an existing **Attendance** link, update it for groups as well and you'll be able to create sessions for each section separately.

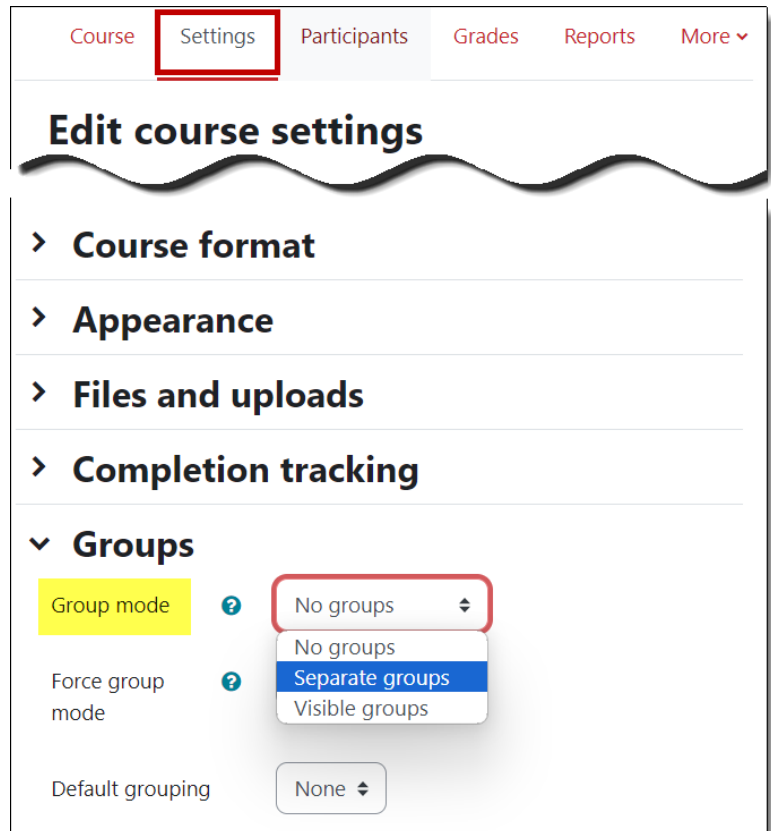


Figure 8: Course Group Mode

Groups and Meta Links

Here are some important things to know about students assigned to a group via a course meta link:

The parent course needs a group. It's easiest to set up a group for the parent course enrollment before adding other sections—you can quickly add all current students to the group and won't have to sort through who's in a group and who isn't after you add sections.

Group enrollment from course meta links follows the student. As students enroll in the sections that you have added as course meta links, their enrollment will carry over into the parent course AND they will automatically be assigned to the correct CRN group on enrollment. You will not have to manually enroll students in groups for the meta linked courses.

Enrollment in the parent course group will be a manual process. If students enroll in the parent course CRN after you assign users to that group, you will need to manually add them to their CRN group. Keep an eye out in the **Participants** page (Figure 9, below) for students who are not assigned to a group.

Manage additional groups with "groupings." [Groupings](#) are groups of groups 😊. If you plan to enroll students in groups for discussions or project work, you'll need to create one grouping for CRNs and another for the group work. (It sounds complicated but is easy peasy—feel free to reach out to the CATL office for assistance.)

Meta Link FAQs

Do I need to keep track of add and drop activity in the sections that I have added through meta course links?
There is no need to review enrollment in "child" courses—all course enrollment activity will be reflected in the parent course as it occurs in the child courses.

Combine CRNs in One Course

Will the course name change to reflect the sections I've added? The name of the parent course will remain the same—the added CRN(s) will not appear in the course title. If you wish, you can enter all of the CRNs (and course numbers, if different) in the **Course summary** field by opening the course **Settings** menu. That information will be displayed on the students' landing page as well as on their dashboard. If your students are confused, contact CATL to request help in revising the course display name.

How will my students know which course to access? Leave the child courses unavailable and students will only see the parent course that you develop. All of the related course shells will continue to be displayed in your list of courses, but as long as you do not make the child courses available to students, they will remain hidden and your students will never know they exist.

How can I tell which section a student is enrolled in? Open the **Participants** menu. In the filter options field, select **Enrollment methods** from the pull-down menu (Figure 9). In this example, we've selected the **Course meta link** to display the names of students enrolled via the link. If we chose External database, we'd see the names of students enrolled in the parent course. After selecting the enrollment method, click on the **Apply filters** button to display students (and teachers) enrolled via that method (Figure 10).

Have additional questions? Contact CATL for assistance—we're happy to help!

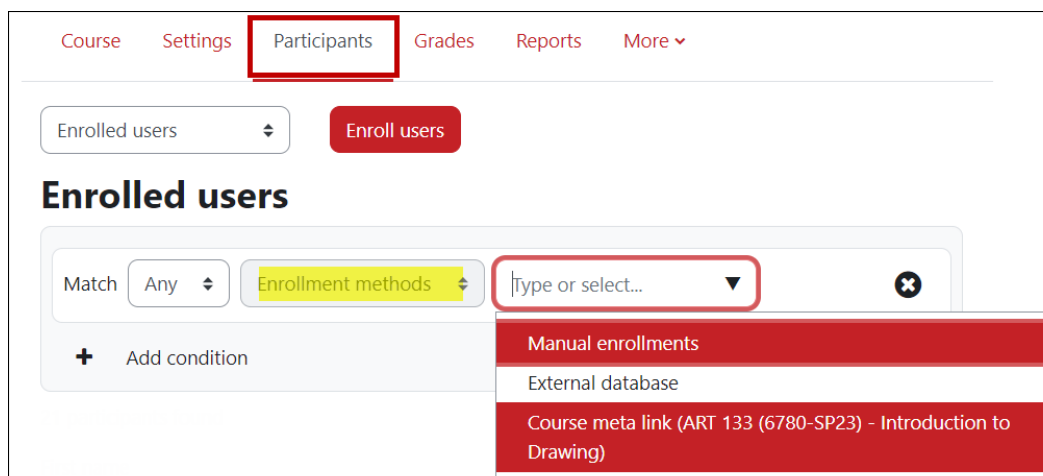


Figure 9: Enrollment Methods Filter

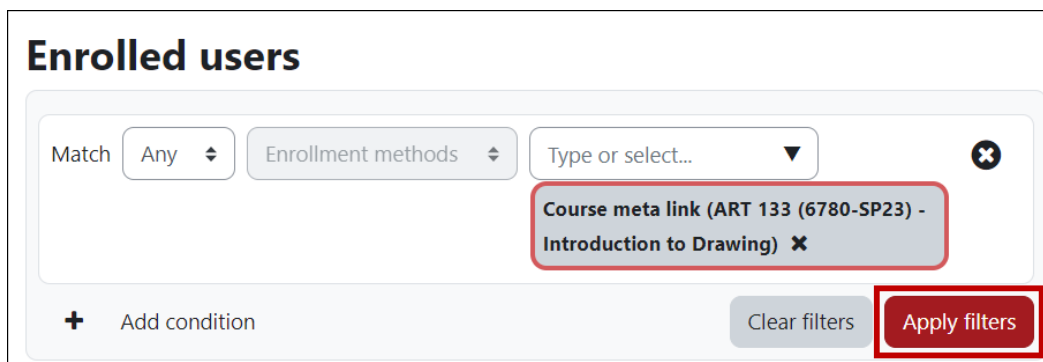


Figure 10: Apply Filters Button