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. We recommend assigning students in each section to a CRN group to enable you to make course announcements, facilitate discussions forums, record assignment scores, and enter grades for one section at a time. This guide describes how to manage your combined course with groups.

If you choose to use groups, first create a group in the course that you intend to develop. Name the group for the time the section meets or with its CRN. Add all of the students enrolled in the CRN to that group. Now you’re ready to start!

To combine enrollments from multiple sections in one course shell:

1. Select the course that will serve as the "parent" course (Figure 1) from the list of My courses on your Moodle home page (left image) or from the Courses tab in your dashboard (right image).

2. Open the parent course and click on Participants in the navigation panel on the left (Figure 2).

3. Click on the admin gear in the upper right corner, then select Enrollment methods (Figure 3).

4. From the Add method pull-down menu, select Course meta link (Figure 4).
5. Use the **Link course** 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 5. **Check the course name and CRN to be sure that you are choosing the correct section.**

![Figure 5: Select Course to Add](image)

6. **Create a new group** for this section of students in the **Add to group** pull-down menu (or select a group that you have already created). (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).

![Figure 6: Activate Enrollment](image)

7. Continue selecting CRN's until all desired sections have been added to the parent course. You'll see the enrollment **confirmed** as shown at right in Figure 7. Note that the number of users enrolled through the meta course link will include you, since you are also enrolled in the "child" section(s).

Enrollment can also be verified by clicking on **Enrolled users** and looking in the **Enrollment methods** column (See Meta Link FAQs below).

![Figure 7: Confirm Enrollment](image)

**Groups and Meta Links**

Here are some important things to know if you assign students to a group when you create 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.
Combine CRNs in One Course

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 Enrolled users page (Figure 8, below) for students who are not assigned to a group.

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.

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 clicking on in the admin gear and then selecting Edit settings. That information will be displayed on the students' landing page as well as on their dashboard.

How will my students know which course to access? By leaving the child courses unavailable, 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? Click on Participants, then click on the admin gear and click on Enrolled users. Student enrollment information is displayed in the Enrollment methods column as shown in Figure 8 below. Enrollment will be shown as coming from Banner (External database) or via a course meta link. (Note that you can also adjust group enrollments from this page.)

![Figure 8: Confirm Enrolled Users](image-url)