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**[Faculty Only] Canvas Update: Changes to course shell merge process**

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To: faculty@wou.edu

Wed, Aug 18, 2021 at 1:12 PM

## **Our process for merging course section shells in Canvas has changed!**

The process for merging course section shells in Canvas is now automated and will be managed by the Banner-Canvas integration. This replaces the previous process of requesting course merges through Academic Innovation's request form. Merges will now be triggered automatically when courses are designated as cross-listed or dual-listed in Banner.

Many thanks to Kolis Crier and the University Computing Solutions team for making this update to our integration!

### **Which course sections shells will be merged in Canvas?**

Course sections that are cross-listed or dual-listed by the Registrar will be merged in Canvas. This process is now automated and replaces the previous request form used by Academic Innovation.

- Course sections that are cross-listed or dual-listed when course shells are initially created will be merged at that time. You will only see the final, combined shell.
- If course sections are dual-listed or cross-listed in Banner after course shells have been generated, the shells will be merged into one shell the next time Banner syncs with Canvas. Banner and Canvas sync 1-2 times per hour.

If your course sections shells are not merged and you believe they should be, the first thing to do is contact the Registrar's Office to make sure the sections are linked in Banner. Again, course sections must be designated as cross-listed or dual-listed in Banner to be merged.

To learn more about what course sections are eligible to be cross-listed or dual-listed, the Registrar's Office has guidance available online. Check out the FAQ under the Canvas tab on the Registrar's [FERPA in Teaching page](#). All questions about cross-listing or dual-listing should be directed to the Registrar's Office.

### **How does Canvas merge course section shells?**

Enrollments are added to one section's shell and removed from the other section shells

When course sections are combined into a single shell, Canvas selects one shell to be the final, combined shell. The other sections' enrollments are then added to this shell and removed from the shell originally created for the section. Canvas manages these enrollments using the combined shell moving forward; when students add or drop the course, these changes are reflected in the enrollments for the combined shell.

**Canvas does not copy content when it combines course section shells.** Only the content in the shell into which the other sections' enrollments were added is present in the combined shell. To add material, you can [copy an entire course into this shell](#) or [you can import specific content into the shell](#).

## How does Canvas choose the shell it will use for the final, combined course shell?

Canvas first looks at the course numbers for the sections involved. This is the number that follows the subject code, not the CRN. If the course numbers are different, Canvas chooses the shell with the lower course number and combine the sections into this shell. Example: MUEN 341 and MUEN 541 are dual-listed courses. Canvas will combine both sections into the course shell generated for MEUN 341, as 341 is lower than 541.

If the course numbers are the same, Canvas will look at the CRN and organize the course sections into the shell with the lower CRN.

Example: Cross-listed sections for ANTH 322 and CJ 322 have the same course number, 322. Canvas will look at the CRNs in this instance. If the ANTH 322 has the CRN 21232 and the CJ 322 section has the CRN 11022, Canvas will combine the sections into the CJ 322 course shell, as 11022 is lower than 21232.

## Managing Content for Combined Courses

Course shells for each term are generated six weeks prior to the start of the term. If your course sections are already listed as cross-listed or dual-listed in Banner, you will only see the final, combined shell. However, if you add this attribute later on, your course sections shells will be merged shortly after the information is added to the course sections in Banner.

If you are combining existing shells, you may want to back up your work in a development shell or double-check that your content is in the shell Canvas will select as the default. Again, Canvas will choose the shell for the section with the lower course number (e.g. MUEN 341 will be used for dual-listed MUEN341/MUEN541) or, if the course numbers are the same, the lower number CRN (e.g. CJ 322/ANTH 322 have the same course number, 322, so the lower CRN 11011 will be used, compared to 22011). Academic Innovation has an automated form for creating new development shells: [Create a development shell!](#)

## More questions?

For questions about cross-listing or dual-listing course sections, please reach out to the Registrar's Office ([registrar@mail.wou.edu](mailto:registrar@mail.wou.edu)) or check out [the Registrar's web resources for faculty](#). For questions about how Canvas merges course sections or treats content and enrollments in merged course shells, send an email to [askAI@wou.edu](mailto:askAI@wou.edu).

8/23/2021

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For more information or to answer any questions, feel free to reach out to us at [askAI@wou.edu](mailto:askAI@wou.edu)..

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