Canvas Split-Class Sections and Assignment Due Dates by Section

For social distancing practices during COVID19, classes may be split so half the students attend one class session in person and the next session online, or half the class attends on one day and the other half attends another day.

In Canvas Assignments, instructors can set different due dates by Section;
- Students see the appropriate due date based on their section.
- In the Gradebook, instructors see one column for that assignment.

Two models for Split-Class Sections by meeting days

Sections created in Aries
Note: Enrollments in this model will be updated systematically when students add/drop
- For 2021SP courses, departments may arrange in advance with the CSU Registrar/Scheduling for sections of the same course that meet in-person on different days.
- Students register for either section, and the instructor manually cross-lists them together in Canvas before the semester begins, to teach as one course.

Manually create Sections in Canvas
Note: When students drop, instructors must manually conclude the student's enrollment in the manually created Section.

- Instructors can manually create Sections in a Canvas course to split the class by meeting days.
- Instructors manually add all students to one of the split-class Sections.
- Instructors notify students which section/day they are assigned to attend.

Manually create Sections and manage enrollments

Create split-class sections manually
- In a Canvas course, create Split-Class Sections
- Include the course name in the Section name, so students who have multiple split-class sections can easily identify the course.
- Examples:
  - 2020FA-LIFE-212-L01-**Monday**
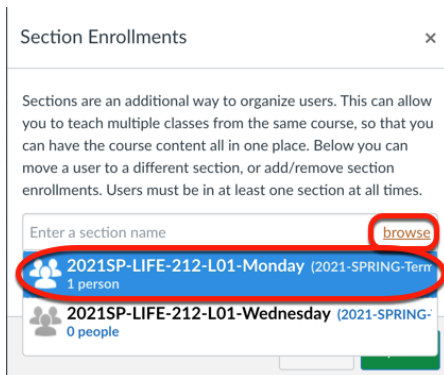 - 2020FA-LIFE-212-L01-**Wednesday**
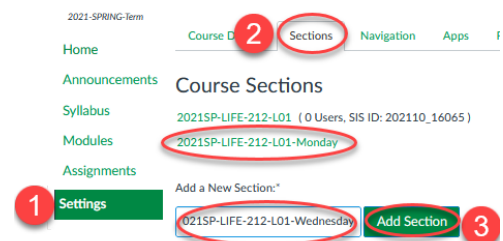
Manually enroll students

[Manually add each student](#) to one of the two Split-Class Sections

Click on People in the left navigation. Next to a student name, click on the 3 dot menu and choose Edit Sections.
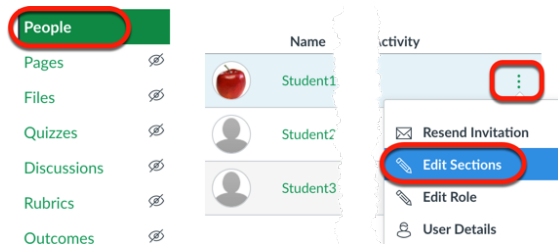
On the Section Enrollments windows, click on browse to view the sections in the course. Click on the appropriate section to select it.

The Section Enrollments windows will show the two sections for the student. Click Update to add the student into the new section.
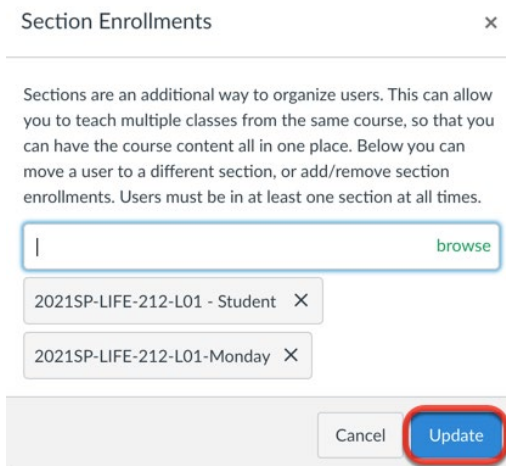
Notes:

- Students will remain in their original section, too**,** which can be used for assignments where all students have one due date, and for submitting final grades.
- In the People navigation, both sections display in the Section column.

Name	Section	Role
Student	2021SP-LIFE-212-L01-Monday 2021SP-LIFE-212-L01	Student Student

- Instructors can view one section at a time in Gradebook or Speedgrader:
  - Filter Gradebook by section
  - Filter SpeedGrader by section

Notify students which Section/Day they are assigned

- After a course is both Published and has reached the Start Date:
  - Announcements can be posted by Section.
  - Canvas Inbox Messages can be sent by Section.
- Instructors can adjust the start date to open a course early for students.

Manually conclude enrollments for students who drop.

- For students who drop the course, in the split-sections, instructors need to manually set enrollments to "concluded".
  - "Concluding" an enrollment in a manual section closes access for the student and ends notifications to the student.
  - By setting the enrollment to Concluded (instead of Deleted) enables the instructor to easily view concluded students in the Gradebook if needed.

Best Practices

- For non-graded preparatory work (such as a reading or watching a video), create a Course Event and assign dates by Split-Class Section, instead of an Assignment.
  - These display for students in their To Do list, Canvas Calendar, and the Course Syllabus dynamic Course Summary list.
  - This keeps the gradebook and the student's grade view dedicated to gradable assignments.
- To help students quickly see when their section is scheduled to come to class and when to work remotely, create a separate Schedule pdf document for each section, and link it in the top of the Syllabus tool. Example links:
  - Syllabus with class policies
  - Schedule for Monday Section
  - Schedule for Wednesday Section

Questions

Contact your College Canvas Coordinator or fill out the Canvas Questions Form