

Canvas Combined Classes is the place in SURF where faculty can identify their classes that they would like to combine in Canvas into a single course shell.

- At the home webpage, click the **LOG IN TO SURF** button. Next, enter your **SURF ID** and **Password** on the MiraCosta Portal Login prompt, and click the **Login** button.
- At the top left click **Main Menu > Self Service > Faculty Center > Canvas Combined Classes**.
 - Go to My Schedule, **change term** to view class sections of other terms.
- Select classes that you would like to have combined into a single Canvas course Shell. For Classes to be eligible for combination:
 - They must be sections of the same exact same course (same Subject and Catalog Number).
 - They must be part of the same session within the term (beginning and ending in the same weeks of the semester).
 - They may not be part of an existing grouping of combined classes (for example, classes that are already stacked for enrollment purposes, such as an Honors section with the regular class section).
- Download and read the linked guide explaining additional steps you will need to take to ensure FERPA compliance within the combined Canvas course. Check the box when you have read, understood, and agree to follow the steps with FERPA regulations.
- Click Submit.

Canvas Combined Classes

Name

Term 0910 Fall 2020

Instructions

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Classes Already Combined This Term

Class Nbr	Session	Section	Subject	Catalog Nbr	Description	Combination Type	Group ID
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Classes Eligible for Combining

Class Nbr	Session	Class Section	Subject Area	Catalog Nbr	Description	Include in New Group
2426	Eight Wk E	13	HIST	110	UNITED STATES HISTORY TO 1877	<input type="checkbox"/>
1367	Eight Wk L	12	HIST	111	US HISTORY SINCE 1877	<input checked="" type="checkbox"/>
1727	Eight Wk L	13	HIST	111	US HISTORY SINCE 1877	<input checked="" type="checkbox"/>
3492	Regular	01	HIST	110H	US HISTORY TO 1877 HON	<input type="checkbox"/>

FERPA Compliance Acknowledgement

When requesting a merged course, there are steps you must take to comply with Family Educational Rights and Privacy Act (FERPA) regulations.

Please download, read, and save for future reference the [FERPA Compliance and Student Interaction in Merged Canvas Course Sections](#) guide.

Check when you have read, understood, and agree to follow the steps to comply with FERPA regulations:

I have read, understood, and will follow the FERPA guidance.

- Click OK.

Message

Request submitted successfully. Please allow up to 4 hours for combined class shell to appear in Canvas. (0,0)

- If successful, your combined classes will now display under **Classes Already Combined This Term**.
- Click Faculty Center to exit this page.

Faculty Center
Canvas Combined Classes

Canvas Combined Classes

Name

Term 0910 Fall 2020

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Classes Already Combined This Term

Class Nbr	Session	Section	Subject	Catalog Nbr	Description	Combination Type	Group ID
1367	Eight Wk L	12	HIST	111	US HISTORY SINCE 1877	Combined for Canvas Only	C002
1727	Eight Wk L	13	HIST	111	US HISTORY SINCE 1877	Combined for Canvas Only	C002

Classes Eligible for Combining

Class Nbr	Session	Class Section	Subject Area	Catalog Nbr	Description	Include in New Group
2426	Eight Wk E	13	HIST	110	UNITED STATES HISTORY TO 1877	<input type="checkbox"/>
3492	Regular	01	HIST	110H	US HISTORY TO 1877 HON	<input type="checkbox"/>

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