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.

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• 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.

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When reque	esting a merged (course, there are stu	ens vou must t	ake to comply y	ith Family	v Educational Rights and Privacy Act (EERPA) regulations.				
Please dowr	nload read and	save for future refe	rence the FEDE	A Compliance a	nd Studer	t Interaction in Merged Canvas Course Sec	tions quide				
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