Course with Sections (CWS)

Creating a Course with Sections (CWS) course in D2L is a way to combine two or more sections of courses which are taught by the same instructor and delivered in the same modality into one D2L course shell. (In other words, multiple F2F sections of the same course may be combined, multiple hybrid sections of the same course may be combined, and multiple online sections of the same course may be combined. However, F2F courses cannot be combined with hybrid and/or online.) Once sections have been combined, they cannot be separated, and additional sections cannot be added.

A CWS maintains student privacy by restricting the students’ view of the D2L Classlist to see only the users enrolled in their section. In the CWS, the instructor will see one Gradebook and one Classlist, both of which can be filtered to view specific section enrollments. It is the instructor’s responsibility to maintain student privacy if the Discussions and/or Groups tools are used; every discussion topic must be restricted by section enrollment and every group must be limited to students from the same section. Please refer to the instructions in Discussions in a CWS and Groups in a CWS. Likewise, privacy must be maintained if you are using External Resources.

Please note: Quiz settings do not allow different access times for different sections.

Please send questions regarding this process to distanceed@coloradomesa.edu.
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Overview

  • Combining sections can help instructors communicate efficiently to all students taking different sections of a course.
  • Instructors can save the time of copying content over to sections that use the same materials by posting materials once in the CWS and all students will be able to access them.
  • In the CWS, the instructor will see one gradebook and one classlist, both of which can be filtered to view specific section enrollments.
  • Section enrollments will automatically update to match Banner enrollments.
  • Once a CWS is created, the new course title in D2L will display as follows, “CWS_CourseNumber_CRN_CRN..._TermCode_CourseTitle”.

![Image of course content with search bar and enrollment details]
Eligible Sections

To create a single Course with Sections (CWS) in D2L, **all** the following criteria must be met:

- Delivery method must be the same (all F2F OR all hybrid OR all online)
- Only one instructor assigned to all sections
- Course titles (MATH110-001, MATH110-002, etc.) must be the same
- Start and end dates of all sections need to be identical

Request Course with Sections

To combine multiple sections into a single CWS, the instructor will submit a request to the IT Help Desk. If all sections meet the criteria listed in the previous section, the request will be processed.

1. From the Colorado Mesa University website, [www.coloradomesa.edu](http://www.coloradomesa.edu), click the MAVzone icon and sign in.

2. From Applications, select the IT Help Desk app to create a ticket.

3. From the Help Request page, choose your Request Type as Desire2Learn (D2L) from the drop-down menu.
4. Choose the sub-request as **Course with Sections (CWS) Request (Instructor Only)** from the dropdown menu.

5. Review the **Instructions** in the green text box.

6. Enter an optional message into the **Request Detail** textbox, list all **Courses**, including the CRNs, and the **Instructor name**.

7. Click **Save** to submit your request.
Best Practices for a Course with Sections

Syllabus and Schedule

When creating one syllabus and schedule for multiple sections, keep in mind that all students in the CWS will access the same syllabus and schedule regardless of the section in which section they are enrolled.

- Minimize student confusion by listing all sections and CRNs in the syllabus.
- The schedule should clearly outline the different sections’ meeting days/times and alternate due dates (if applicable).
- If you prefer to post section-specific versions of the syllabus and/or schedule, attach a section enrollment release condition so only students in the designated section can view the document(s).

Filtering by Section

In a CWS, the instructor can view all students in the classlist, gradebook, assignment submissions, discussions, and quiz results. However, the instructor can also filter their view to show only specific sections.

1. From Classlist, Enter Grades, or an activity submission screen (quiz, assignment, discussion), click the View By drop-down menu and select Sections > Apply.
2. Select the specific Section you would like to view and click Apply.
3. To return to viewing all students, click the View By drop-down menu and select Users > Apply.

Discussions in a CWS

When using the D2L Discussions tool in a CWS, every discussion topic must be restricted by section enrollment. This will maintain student privacy by allowing only students enrolled in the same section to interact.

1. When creating a new discussion topic, choose Group or Section topic under the Properties tab.
2. Select **Sections** from the drop-down menu.
3. Everyone in the classlist will be able to access the discussion topic, but students will only see threads from users in their section.

![New Topic Details](image)

**Groups in a CWS**

If you need to create groups in addition to the sections within a CWS, you can use D2L **Groups tool**.

**Warning**: When creating groups, it is possible to create groups with students from different sections, however, **groups MUST contain only members from the same section** to maintain student privacy.

1. For the Group Enrollment type, you must use either the **# of Groups-No Auto Enrollments** or **Single user, member-specific groups**. All other enrollment types are automatically populated and could group students from different sections.
2. Double-check students’ section enrollment as you assign group members.

![Enrollment Type](image)

**Section Enrollment Release Conditions**

Release conditions allow you to create custom access to the materials in your course. By creating and attaching a “Section Enrollment” release condition you can control which sections of your CWS access certain announcements, content, assignments, etc.
1. Navigate to the course material where you’d like to add the release condition and click **Create and Attach** in the **Release Conditions** section. Refer to the **Release Conditions guide** for specific details.

2. Select **Section Enrollment** from the Condition Type drop-down menu.

3. Under **Condition Details** choose the section that will be allowed to view the material.

4. Click **Create**.

5. Select the access to **All conditions must be met**.

6. The section enrollment release condition will be displayed.

7. To delete the release condition, click the “x” to the right of the condition.
External Resources

When using resources other than D2L tools (publisher content, Panopto, Zoom, MS Teams, etc.) be sure student privacy is maintained across sections. For example, a channel in MS Teams or a synchronous Zoom meeting should allow only students enrolled in the same section to interact.

External resources should function the same in the CWS as they would in a regular course shell. However, if you experience any issues or have questions please email the Office of Distance Education at distanceed@coloradomesa.edu.