



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".



Eligible Sections

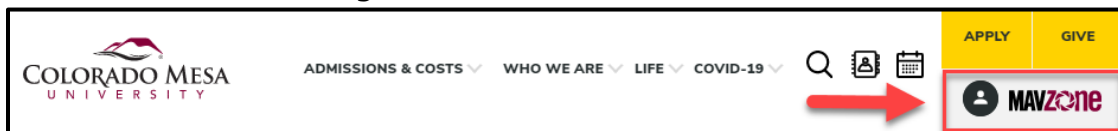
To create a single Course with Sections (CWS) in D2L, **all** the following criteria must be met:

- 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

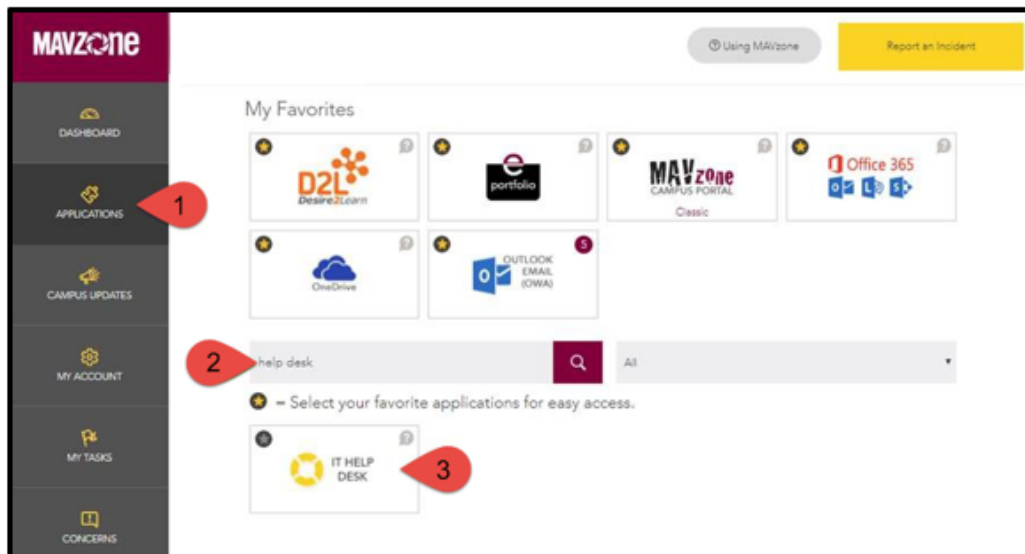
Request Course with Sections

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, click the **MAVzone** icon and sign in.

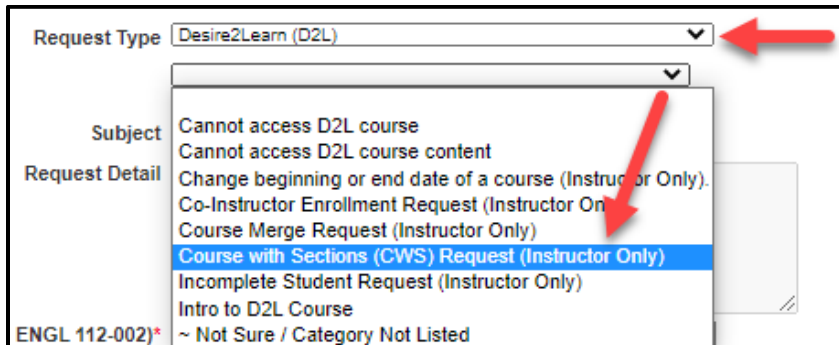


2. From **Applications**, select the **IT Help Desk** app to create a ticket.



3. From the **Help Request** page, choose your **Request Type** as **Desire2Learn (D2L)** from the drop-down menu.

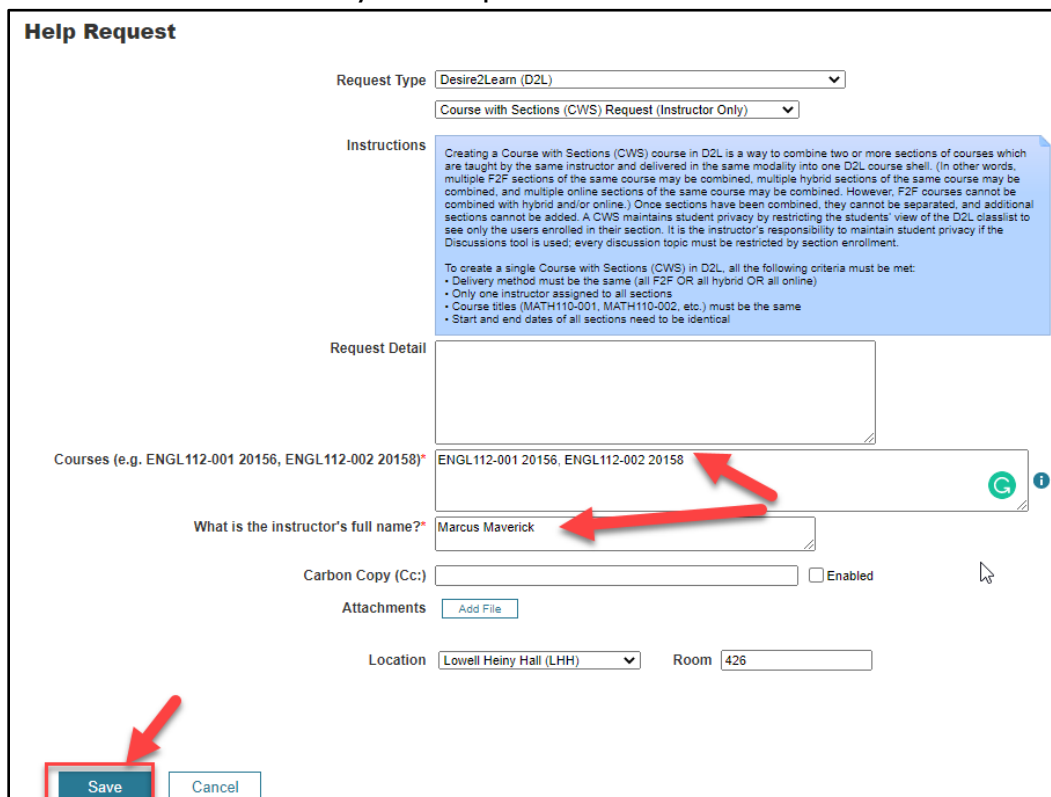
4. Choose the sub-request as **Course with Sections (CWS) Request (Instructor Only)** from the dropdown menu.



Request Type: Desire2Learn (D2L) ▼

Subject: Cannot access D2L course
Cannot access D2L course content
Change beginning or end date of a course (Instructor Only)
Co-Instructor Enrollment Request (Instructor Only)
Course Merge Request (Instructor Only)
Course with Sections (CWS) Request (Instructor Only)
Incomplete Student Request (Instructor Only)
Intro to D2L Course
ENGL 112-002)* ~ Not Sure / Category Not Listed

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.



Help Request

Request Type: Desire2Learn (D2L) ▼
Course with Sections (CWS) Request (Instructor Only) ▼

Instructions

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. It is the instructor's responsibility to maintain student privacy if the Discussions tool is used; every discussion topic must be restricted by section enrollment.

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 Detail

Courses (e.g. ENGL112-001 20156, ENGL112-002 20158)* ENGL112-001 20156, ENGL112-002 20158

What is the instructor's full name?* Marcus Maverick

Carbon Copy (Cc:) ☐ Enabled

Attachments [Add File](#)

Location: Lowell Heiny Hall (LHH) ▼ Room: 426

Save Cancel

Best Practices for a Course with Sections

Syllabus and Schedule

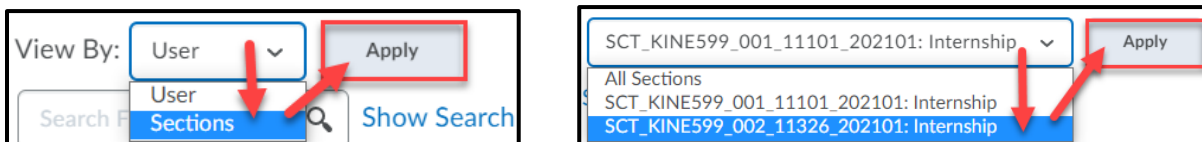
When creating one syllabus and schedule for multiple sections, keep in mind that all students in the CWS will access the same syllabus and schedule regardless of the section in which section they are enrolled.

- 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).

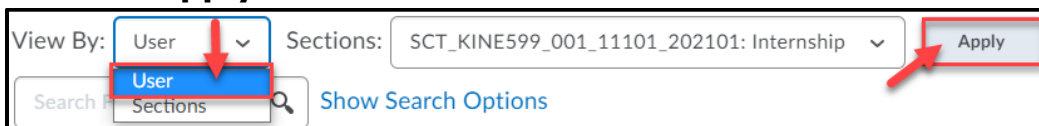
Filtering by Section

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**.

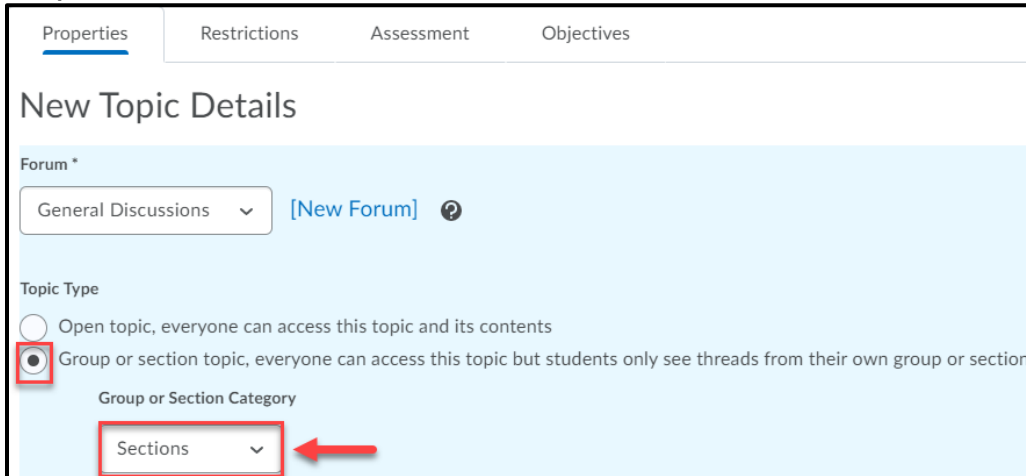


Discussions in a CWS

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.

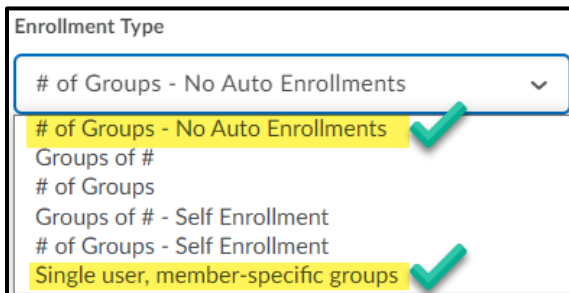


Groups in a CWS

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.



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**.

Create a New Release Condition

Condition Type

-- Select Condition Type --

-- Select Condition Type --
 Assignments
 Submission to folder
 Receive feedback on submission
 Score on associated rubric
 No submission to folder
 Checklist
 Completed checklist
 Completed checklist item
 Incomplete checklist
 Incomplete checklist item
 Classlist
 Group enrollment
 Org unit enrollment
Section enrollment
 Role in current org unit
 Date of enrollment in current org unit

Create
Cancel

Create a New Release Condition

Release this item when the following condition is met:

Condition Type

Section enrollment

Condition Details

Section

SCT_KINE297_001_11082_202101: Practicum

-- Select Section --
SCT_KINE297_001_11082_202101: Practicum
 SCT_KINE297_002_11083_202101: Practicum

Create
Cancel

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.

Attach Existing
Create and Attach
Remove All Conditions

To access this item, users must satisfy

All conditions must be met

Enrolled in section: SCT_KINE297_001_11082_202101: Practicum

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.