

Metacourse: Combine courses

Would you like to combine enrollments for different courses or sections into a single course in AsULearn, so you don't have to post information and resources multiple times? You can very easily achieve this by creating a **Course meta link** to add enrollments from as many courses or sections as you wish into a single AsULearn course. If you prefer instructional video instead of step-by-step directions, scroll to the videos at the bottom of this page.

i You must have the **Teacher** role in any course(s) to which you want to add a meta link. If you need to create meta links to courses where you do not have the Teacher role, the actual instructor can add you to the course as a Teacher (send them this - [Participants: Add to Course](#)).

Examples

I teach two sections of HIS1102, and I'd like to combine them in a single AsULearn course.

I teach a MUS4411 for undergraduates, and a MUS5411 for graduate students, and I'd like to combine them in a single AsULearn course.

In AsULearn, you can turn any course into a metacourse by simply adding a **Course meta link** enrollment method to add students from another course or section in which you have a Teacher role. Your metacourse is simply one of your existing course sections created by Banner. For example, you can go to HIS1102-101, and add a **Course meta link** for HIS 1102-102 to add the students from section 102 into section 101's course in AsULearn. You place all your content in section 101, and all your students in BOTH sections use that one (see [Avoid confusion](#) below). This is a process that is internal to AsULearn, and has no effect on students' actual Banner enrollment, transcript, grade reporting, etc.

If you have a more complex situation (involving multiple instructors or very high numbers of sections), or any other questions, please create a support request to find the best solution for your specific need.

i **Groups**
If you plan to make use of groups based on section, be sure to enable the [Metagroup sync](#) feature to keep your Banner enrollments synced to a specified group. Your course metalink will automatically sync those enrollments to a group when you select the **Add to group** option.

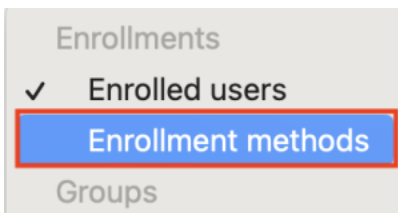
Add a Course meta link

1. Navigate to the course in AsULearn that you want to use as your **metacourse** (where you'll place all your content). You must have the **Teacher** role in the course, as well as in any other courses you want to metalink to.
2. In the Course Menu, click **Participants**.

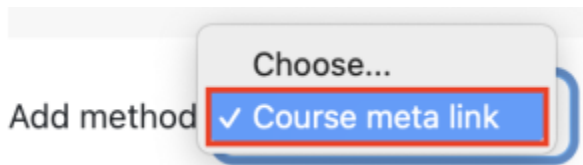
MUS1005-101_AURAL SKILLS I (SPRING 2023)

Course Settings **Participants** Grades Reports More ▾

3. In the **Enrolled users** dropdown menu at the top left, select **Enrollment methods**.




4. On the **Enrollment methods** page, from the **Add method** dropdown, select **Course meta link**.



5. If you open the **Link course** pulldown menu, you will see a list of all the courses (except the one you're in) in which you have the Teacher role. Select the course whose enrollments you wish to add to the current course, **being sure to check for the correct term**. If you have an especially large number of courses, you can also enter text in the **Search** field to search for courses in the list by number, section, name, semester, or year.

✓ Course meta link

Link course  No selection


MUS1005 ▼

Add to group

- MUS1005-102_AURAL SKILLS I (SPRING 2023)
- MUS1005-103_AURAL SKILLS I (FALL 2022)
- MUS1005-101_AURAL SKILLS I (SPRING 2021)

Click on the course in the list to add a meta link to it, **being sure to check for the correct term**.

✓ Course meta link

Link course  x MUS1005-102_AURAL SKILLS I (SPRING 2023)


MUS1005 ▼

6. Use the **Add to group** dropdown menu to add meta linked students to a group. If you did not create a group for these students beforehand, just click **Create new group** here (and rename it later if you want). If you have an old group from last time you want to use, just select it. If you forget this step, you can always edit the enrollment method later (just click on the gear) and add them to a group.

- In the example shown in bellow, selecting **Create new group** will assign all the students in the incoming section 102 to a group named **MUS1005-102_AURAL SKILLS I (SPRING 2023) course** (which can be renamed at your pleasure from the Groups main page > select group > **Edit group settings** button > change **Group Name** and **Save changes**).
- If you do not intend to use groups, leave this setting **None**.

Course meta link

✓ Course meta link

Link course  x MUS1005-102_AURAL SKILLS I (SPRING 2023)

MUS1005 ▼

Add to group

- ✓ None
- Create new group
- 101

Add method Cancel

Course meta link groups

Groups by section are especially popular and useful:

- if you use the [Attendance](#) activity and set up sessions for each section;
- if you want to filter your [Gradebook](#) by section;
- if you want independent [Communication](#) / [Announcements](#) based on section; or
- if you want different Assignment submission or Quiz due dates

For any of these scenarios, add your course meta links one at a time so you can create/assign individual groups by course /section.

7. Click the **Add method** button to create the meta link, which will add the participants into your current course. You'll be returned to the **Enrollment methods** page, where you will see the enrollments you added via the meta link:

Enrollment methods

Name	Users	Up/Down	Edit
Manual enrollments	1	↓	
Self enrollment (Student)	0	↑ ↓	
Banner	14	↑ ↓	
Course meta link (MUS1005-102_AURAL SKILLS I (SPRING 2023))	17	↑	  

- You can correct mistakes from this screen; if you selected the wrong course, just click the **Trash** icon in the **Edit** column to delete the meta link, and try again.
- The **Users** column shows how many users came in on the meta link. The number of students is usually 1 less than the number shown, since the instructor's enrollment is counted as well.
- To add another meta link, use the **Add method** menu here and return to [step 4 above](#).



Avoid confusion

Be sure that **only your metacourse** is [visible to students](#) and all the linked courses you added via the meta link(s) remain hidden. That way, your students see only your metacourse. Remember that ALL courses in AsULearn are [made visible on the first day of class](#), so hide the meta linked courses you aren't using on or soon after that first day of the term.

We also recommend placing a welcome message in the summary at the top of your course to let students know they're in the right place. Enable **Edit mode** at the top right, then in the first topic **Edit > Edit section**, enter message in **Summary**, then **Save** changes. Something like "Welcome to MUS 1001 sections 101, 102, and 103!" will avoid confusion, and reduce emails from students saying, "I'm registered for section 103. Why do I see section 101?"

It's also a great idea to [post an Announcement](#) into your combined course, explaining you've combined sections, and letting the students know that the link in the email they receive from the forum post will take them to the right place. Easy to get all the students to the correct course that way!

All-in-one Metacourse setup video

Metacourse in standalone step-by-step videos

Combining several sections of a course into a metacourse is easy, but you can extend the power of a metacourse **using the groups** you created based on section. Below are videos showing how to use these groups to control course communication, create separate attendance sessions, and sort your gradebook.

- [Using Quickmail with Groups in a Metacourse](#)
- [Using Attendance with Groups in a Metacourse](#)
- [Sorting your Gradebook with Groups in a Metacourse](#)
- [Using Activities with Groups in a Metacourse](#)

If you have any questions or problems, please open an AsULearn support request.

Using Quickmail with Groups in a Metacourse

Note: In addition to QuickMail, the **Announcements Forum** can also make use of groups. So, if you need to post an Announcement that will only be emailed to students in a group, and only be visible to that group in the forum later, see the [Announcements Forum](#) page.

Using Attendance with Groups in a Metacourse

Sorting your Gradebook with Groups in a Metacourse

Using Activities with Groups in a Metacourse

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