Canvas Opt-In:

If you are planning on teaching this fall semester in Canvas, we would like you to use the Canvas Opt-In to let us know!

The Opt-In Application will also be the place to request merging and cross-listing of sections.

Ways to Opt-In:

After signing in to the Opt-In Application, you will see a list of your courses for the fall semester. This information comes from the courses on Banner. If you are listed as the Instructor of Record, each course/section will be listed.

1. Individual Course/Section:
   If you are teaching an individual section of a course or do not plan on merging/cross-listing, you will want to check off each section that you plan on teaching in Canvas then Submit. A confirmation banner will appear at the top to show that you have successfully opted-in.

   *Note: If you end up not using Canvas for the fall and decide to use eCampus, no further action will be needed. You will want to identify to students in your syllabus which Learning Management System you will use for the fall.

2. Merging:
   Check off all sections that will be used to create the merged course. Place the same number for each section that should be merged together:

   Putting the same number, will merge all sections with the same number together. The 500, 501, 502, 503, and 504 will be merged together into one course.

   Placing the same number, in this example, 2, then the 505, 506, 507, and 508 will be merged together into one course.

   Checking the section and leave the merge number blank will create a course by itself for 509.

3. Cross-Listing/Stacking:
   Check off the courses that you want to be cross-listed. To complete the cross-list, in the box, “Cross-Listed/Stacked Courses:” choose the course that should be cross-listed. Once chosen, it will apply to the other course in the list. Then Submit.

4. Submit:
   When the request is submitted, please give a few days for the updates to reflect in Canvas.

   *It is highly recommended not to add content to these courses before the merging/cross-listing is complete. You can build your course in your development shell and when ready, the content can be copied into the newly created merged course.*

Need Help?
Email: aihelp@tamu.edu
Phone: (979) 458-3417