

# Canvas Combined Courses via PAWS

This tutorial provides an overview of combining courses in Canvas via PAWS.

1. To begin, log into PAWS with your FSU login credentials.
2. From the **Self Service** section of PAWS, click the **Faculty Center**, click on **MySchedule**, then click **Canvas Combined Courses**

Faculty Center

my schedule

Advisor Center

class roster

Search Classes/Catalog

grade roster

Faculty Center

My Schedule

[My Exam Schedule](#) [Student Services Center](#) [Canvas Combined Courses](#)

[Activate Registration](#) [Library Acct Info](#)

[View Textbook Summary](#)

**Security Settings**

[Change Password](#)

[User Defaults](#)

**Reporting**

[Query Manager](#)

2018 Spring | Frostburg State University [change term](#)

3. From this window, enter the term number of the courses you wish to combine. For example, the Spring 2018 term number is 2182. Then click **Search**.

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**Search by:** Term begins with

[Search](#) [Advanced Search](#)

4. A list of all courses you are teaching during the term is populated. In the space allotted, you will need to give a unique identifier for each set of courses you wish to combine. The suggested unique identifier is a numerical digit.

Subject Area	Catalog Nbr	Class Section	Description	Combined Course Set #
1 ART	291	001	Studio Focus Review	<input type="text" value="1"/>
2 ART	370	001	Women/Gender and the Visual Ar	<input type="text" value="1"/>

For example, to combine ART 291\_001 and ART 370\_001 you would enter the number 1 beside each course.

5. To combine an additional set of courses, you will need to enter a different unique identifier, such as, 2. Continue this process until you established the combined sets of those courses you wish to combine.

6. Click **Save**. Once you click **Save** your courses will be combined according to the unique identifier set number. Your new combined courses will be created in

Term: 2082      User ID: rrhodes

Subject Area	Catalog Nbr	Class Section	Description	Combined Course Set #
1 ART	291	001	Studio Focus Review	1
2 ART	370	001	Women/Gender and the Visual Ar	1
3 ART	408	001	20th-Century Art History	2
4 ART	415	001	Art Criticism	2
5 ART	500	001	Introduction to Art Criticism	
6 ART	508	001	20th Century Art History	3
7 WMST	494	001	Practicum in Women's Studies	3

View All    First    1-7 of 8    Last

Save    Return to Search

Canvas by the next business day (or sooner). The new combined courses can be identified in Canvas by the text, 'COMB' in the course ID and name.

If you have any questions, contact the FSU IT Help Desk at:  
[helpdesk@frostburg.edu](mailto:helpdesk@frostburg.edu)