








Description of course menu Administer course

In all course rooms created by Ladok there will be a course menu, Administer course (1). Behind this menu we have the function early access (2). Early access mean that students gets enrolled already when they are admitted in Ladok. If you want only registered students to access the course you can disable immediately early access. Joint Courses (3) can be enabled if there is a need for multiple courses to share the same course room in Canvas.

VT2021

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2 Early Access

Disabled

Enable


3 Joint Courses

Add joint course

Early Access

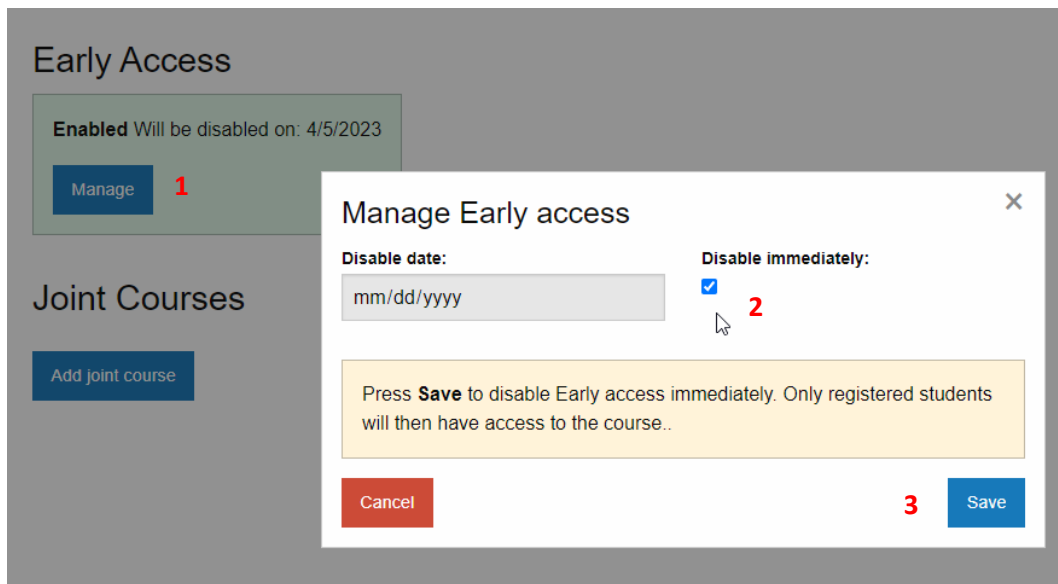
This option is enabled on all courses.

Students that are enrolled can be seen using the People course menu. Students that are admitted will be seen with the role *Ej registrerad* (in the list shown as Observing: nobody) and those registered with the role *Student*. Students registered while early access is active will be seen with both roles.

Name	Section	Role
	██████████	Student Observing: nobody

Disable early access by

1. Click on the button Manage
2. Select Disable immediately checkbox.
Or if you like, supply a date when students that are admitted will be removed from the course. Students that are registered will not be removed at this date. The date defaults to two weeks after course startdate but can be changed to whatever needed.
3. Enable by clicking on Save.



The screenshot shows the 'Early Access' management interface. At the top, it says 'Enabled Will be disabled on: 4/5/2023'. Below this is a 'Manage' button with a red '1' next to it. The main area is titled 'Joint Courses' and has an 'Add joint course' button. A 'Manage Early access' dialog box is open, featuring a 'Disable date' field with a placeholder 'mm/dd/yyyy', a 'Disable immediately' checkbox with a blue checkmark and a red '2' next to it, and a yellow warning box that reads 'Press **Save** to disable Early access immediately. Only registered students will then have access to the course..'. At the bottom of the dialog are 'Cancel' and 'Save' buttons, with a red '3' next to the 'Save' button.

Joint Courses

If there is a need for multiple courses to use the same Canvas course room this can be enabled using joint courses. More details are at the end of this document.

Example.

Course 1 and 2 are both present in Ladok and because of this also transferred to Canvas. Now we want that student's from both courses participate in the same Canvas course room, the one for course 2.

1. Go to course room 2, where all students are wanted, and click on Add joint course.
2. Search for course 1.
3. Click on the correct search result.

4. Choose section. Usually there will only be one present and it will be named like Course code:Course session code:Term

5. Click on Save

Early Access

Disabled

Enable

Joint Courses

Add joint course

Add joint course

1. Select course > 2. Select section > 3. Confirm

Press **Save** to add the below selection as a joint course in this course room.

Selected course: DO0123 40029 Arbetsledning och kommunikativ kompetens inom djuromvårdnad DO0123 VT2021

Selected section: DO0123:40029:VT2021

Cancel **5** Save

In the example above students are copied from course 1 to course 2. This means that the students are still present in course 1 and that course room can be used if wanted. If there are any students or teachers manually added to course 1 they will not be copied to course 2. They will need to be manually added to course 2 as well.

Because Ladok updates Canvas with course name and course code these cannot be changed in Canvas to clarify joint courses. Suggestions are instead to inform students and to make this information visible on course start page.

The other way around - it is possible to split one course into multiple course rooms in Canvas. But for this setup a contact with IT-support is needed for manual creation of course rooms.