

**Assigning Seats in Canvas**  
**Waitlist and Concurrent Enrollment Complications**  
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At the start of the quarter, the Canvas roster includes both enrolled students and waitlisted students, but Canvas does not mark which students are waitlisted. It is strongly recommended that you wait to assign seats until the waitlisted students who don't get into the class are removed from the Canvas roster. See the dates here on EdTech's Course Timeline:

- <https://edtech.ucsd.edu/instructional-tools/canvas/schedule.html>
- It seems to be Week 3 Monday (regular school year) and Week 2 Monday (summer).

There are also issues with Concurrent Enrollment students on the Canvas roster. While regular students are automatically added to your roster when they enroll or waitlist, and are automatically removed if they drop, Concurrent Enrollment works differently. Concurrent Enrollment students need to (1) get your approval on an electronic add card to enroll in your class, and (2) add themselves to your Canvas class site. ***These steps are not linked; the student needs to do both separately.*** Some unfortunate scenarios may arise:

- You approve a student to enroll via Concurrent Enrollment, but they don't add themselves to your Canvas class. Then they won't appear on your roster or have access to your course materials, even though they are enrolled in the class. I suggest that when you approve their enrollment, you give them the instructions on how to add themselves to your Canvas class; see a sample email at the end of this document.
- A student adds themselves to your Canvas class roster, but you don't approve them to enroll via Concurrent Enrollment. Then they will have access to your class website and will appear on your roster, even though you didn't approve them to enroll. You may need to contact [canvas@ucsd.edu](mailto:canvas@ucsd.edu) and the Concurrent Enrollment office to fix it.
- If a Concurrent Enrollment student drops your class, they may remain on your Canvas roster.

If you assign seats before the waitlist and Concurrent Enrollment issues are resolved, then you may have to edit the seat assignments after they're announced, because the enrollment may change. So we strongly recommend to wait until the waitlisted students are removed from the roster, and to resolve the Concurrent Enrollment students before then. For more info on Concurrent Enrollment, see the section at the end of this document.

With all those caveats, if you still want to assign seats before these issues are resolved, then read on for how to remove waitlisted students from the Canvas roster.

## How to get the class list from Blink Instruction Tools and remove the waitlisted students from the Canvas roster

Download the Canvas gradebook:

- This is covered in the videos.
- Go to your class in Canvas, pick Grades, then Actions, then “Export Entire Gradebook”.
- The downloaded file will have a name like:  
`2022-09-09T0129_Grades-MATH999_FA22_A00.csv`
- Optionally rename it, e.g.: `canvas_roster.csv`

Download the class list from Blink Instruction Tools. This system is separate from Canvas. It distinguishes enrolled students vs. waitlisted students, and it’s updated once a day overnight.

- [blink.ucsd.edu](http://blink.ucsd.edu) > Instruction > Class lists
- Login. If you don’t have a Business Systems account or if it won’t let you access this site, then ask your department staff either to set up your account or to download the roster on your behalf.
- First page:
  - Fill in Term and Instructor, and leave the other questions blank.
  - Use the **Search** button
- Second page:
  - Check off all sections for this class
  - Check the box “Download” + “Class List(s)”. This will only have enrolled students (no waitlist, no Concurrent Enrollment students).
  - Use the **Select Sections** button
  - If needed, you can come back to this screen to select “Download” + “Wait List(s)”.
- Third page:
  - Select “Standard”.
  - For Windows, select “PC\_File” (CR-LF line endings).
  - For Mac, select “Unix and Mac OS X File” (LF line endings).
    - Don’t select “Mac OS File” (CR line endings); it refers to the original Mac OS from before “OS X”, not the modern “macOS”.
  - Use the **Submit Download** button.
  - **NOTE:** Concurrent Enrollment students may be available on the “eGrades” format file, but that’s not reliable early in the quarter, so we are not using it.
- The downloaded file will have a name like `StandardOutput-CL-1663018906925.xls`. We recommend that you rename it to something short like `enrolled_roster.tsv`.
  - It has an “.xls” extension, but it’s actually a tab separated file, so the .xls file may lead to warnings when you try to open it. Rename it to a “.tsv” file, and if you are asked if you are sure you want to change the extension, then confirm it.
  - We also need a short name for use in EXCEL formulas.

## Launch EXCEL

- In EXCEL, open `canvas_roster.csv` and `enrolled_roster.tsv` as separate files.
- Or, open `canvas_roster.csv` and then import `enrolled_roster.tsv` into a "new sheet" on the same spreadsheet. Rename the new sheet to "enrolled\_roster".

## In `canvas_roster.csv`:

- As described in the videos, keep the first 4-5 columns and delete all of the others.
- Add a new column "Enrolled?" after "Section".
- Create a formula like this for the first student in the enrolled column (this is probably in cell F3, but it may vary).
  - **The colored parts may change.**
  - If you opened `enrolled_roster.tsv` as a second file:
    - `=IF(LEFT(C3,1)="U","Conc Enr",IF(IFNA(VLOOKUP(C3,enrolled_roster.tsv!$B$5:$B$37,1,FALSE),"NA")="NA","Not Enrolled","Enrolled"))`
  - If you imported it as a second ply on the same spreadsheet:
    - `=IF(LEFT(C3,1)="U","Conc Enr",IF(IFNA(VLOOKUP(C3,enrolled_roster!$B$5:$B$37,1,FALSE),"NA")="NA","Not Enrolled","Enrolled"))`
- **How you need to change the colored portions:**
  - "SIS User ID" column is column C, and my first student is in row 3, giving "C3". You will probably also have C3, but you should verify it.
  - I renamed the roster from Blink Instruction Tools to `enrolled_roster.tsv`; you may have used a different name.
  - In the file `enrolled_roster.tsv`, in my case, the student PIDs are in the range `$B$5:$B$37`. For you, it will probably still start at `$B$5`, but the end will vary.
  - When you enter this formula, for the part `enrolled_roster.tsv!$B$5:$B$37`, you can simply go to the other spreadsheet or spreadsheet ply and select the cells with the PIDs. It will be a portion of a single column. Selecting it should generate this spreadsheet/ply name + "!" + cell range. The dollar signs are necessary, so insert them if they're not there.
- Copy that formula down the whole "Enrolled?" column.
- If you're aware of any students whose enrollment status is changing (e.g., if you approved/disapproved any but it's not reflected in the roster yet while it processes), then manually edit their entry. Especially, verify the Concurrent Enrollment students, if any.
- On the left side of the EXCEL window, select rows 3 (first student) through the last student.
- Use Data > Sort. Change "Sort by" from "Column A" to "Column F" (may vary if you put "Enrolled?" in a different column). Now "Conc Enr" students are first; "Enrolled" second; and "Not enrolled" third.
- Delete the "Not Enrolled" students and possibly some "Conc Enr" students.
- Delete the "Enrolled?" column.
- Save in .xlsx format instead of the original .csv format.
- Continue with the regular instructions.

### Alternative methods (not currently recommended)

Although Canvas does not automatically show waitlist status, here are two ways you can manually add the waitlist status to the gradebook.

- **OPTION 1:** Enable the Canvas gradebook "Notes" column (info below) and manually enter notations such as "Enrolled", "Waitlisted", or "Dropped". Students will not see this column.
- **OPTION 2:** Make a fake "Waitlist" assignment in Canvas and assign different scores depending on whether they are enrolled (blank/0), waitlisted (1), or dropped (2). Students will see this assignment, which may prompt them to ask questions, so if you do it, add an explanation in the assignment description, and check off the box that the assignment does not count towards the final score.
- Early in the quarter, students may continue to add, drop, waitlist, or move from the waitlist to enrolled status, so your entries may become out-dated as soon as the new roster is available the next morning. So we don't recommend doing either of these, but we provide them as options. We also don't recommend them as they will probably be more work than the way described above.

Canvas Notes column: See

- <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-use-the-Notes-column-in-the-Gradebook/ta-p/940>
- Go to your Canvas class and select "Grades".
- Pick View. On the View menu, under Columns, select Notes.
- Now a Notes column will show in the Gradebook on the screen and in the Export downloads.
- You can edit it on-screen, or you can edit the downloaded file in EXCEL and save as CSV format and reupload.

## Concurrent Enrollment

When a student registers through Concurrent Enrollment, their information is not automatically added to your roster like it is for regular students. So, when you approve someone to add via Concurrent Enrollment, you should

1. Keep a record of their details, including:
  - Name, PID, email, discussion section, etc.
  - Note that Concurrent Enrollment PIDs have a special format U12345678 instead of A12345678. If the student has both types of PIDs, they will generally be completely different.
2. When you approve their Concurrent Enrollment registration, ask the student to add themselves to your Canvas course right away. Here is a sample email. If you don't see them on your Canvas roster a day or two later, send a reminder.

**Subject:** Concurrent Enrollment: Adding class website on Canvas

Please add yourself to the Canvas site for this class TODAY. You need to do this in addition to getting your Concurrent Enrollment add card approved.

If you haven't yet done so, you first need to get an "ax123456" username and a "U12345678" PID, even if you already have a regular UCSD username and an "A12345678" PID.

Look up your course ID on this site:

<https://sdacs.ucsd.edu/~icc/findcourseid.php>

Add yourself to the Canvas class using this form:

<https://sdacs.ucsd.edu/~icc/exadd.php>

For more information on Concurrent Enrollment registration steps, go to [extendedstudies.ucsd.edu](https://extendedstudies.ucsd.edu). On the "STUDENT RESOURCES" menu, select "Registration Policies and Procedures" > "Concurrent Enrollment".

<https://extendedstudies.ucsd.edu/student-resources/registration-policies-and-procedures/concurrent-enrollment>

**Optional:** Look up the course code and include a line like this (adjust the values):

The ETS course ID for [Math 123](#) is: [MATH123\\_FA22\\_C00](#)