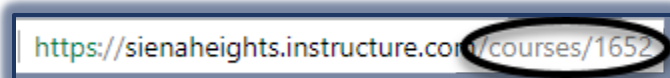


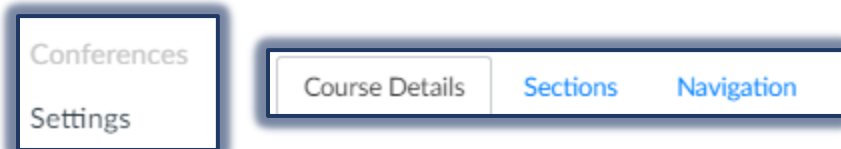
Combine/Cross-List Sections or Courses in Canvas

In Canvas it is possible to combine two or more similar courses so that faculty only need to maintain one course. When doing this, the important thing to remember is that you must be in the course that is to be combined with the main course. For instance, if you have two sections of Biology (AA and AB), the content would be added to AA, the main course. You would then go into AB (the course that is to be cross-listed) and create the cross-list in the AB section. **DO NOT publish** the course that is to be cross-listed before you do the cross-listing. These same instructions apply when cross-listing either sections or courses.

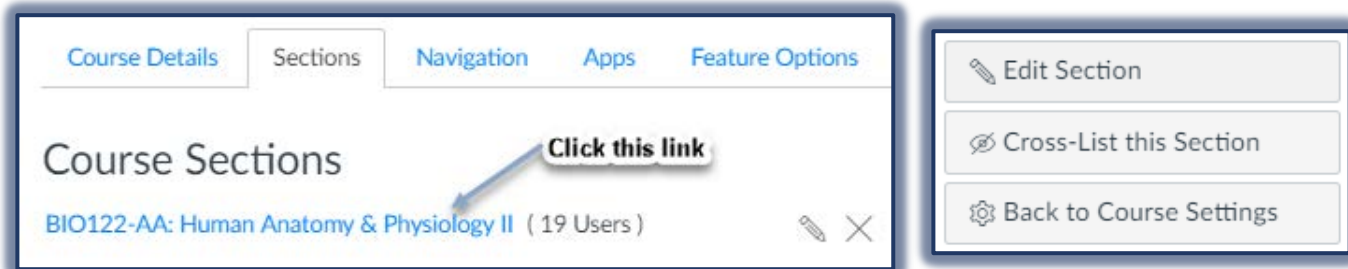
- Open the **Main Course**, the one with the content.
- Write down the **Course ID number**.
 - ☆ This number appears in the Address bar for the browser. In the image below the number for the course is 1652.



- ☆ When a course is offered multiple terms, this is the best way to assure that you are cross-listing the correct courses.
- ☆ This number will be used in the final step of creating the cross-list for the course.
- Open the course that is to be cross-listed, for instance the BIO122_AB section.
- Click the **Settings** tab in the **Course Navigation Panel**.
- Click the **Sections** tab at the top of the page.



- The course that is to be cross-listed will appear at the top of the page.
- Click the link for the course (see illustration below).
- A list of the students enrolled in the course that is to be cross-listed will display.
- Click the **Cross-List this Section** button on the right side of the window.



- The **Cross-List this Section** window will display.
- Input the **Courses ID** into the **Enter the Course's ID** box.
- Click the **Cross-List this Section** button.
- It may be necessary for you to click the button a second time to complete the process.
- A message will appear saying the cross-listing was successful.

Cross-List this Section

Cross-List Section

Cross-listing allows you to create a section in one account and then move it to a course on a different account. To cross-list this course, you'll need to find the course you want to move it to, either using the search tool or by entering the course's ID.

Search for Course:

Or Enter the Course's ID:

Selected Course:

- Go to the **Main Course** and click the **People** button.
- The names of all the students should appear in the list with the Section of the course they are enrolled in.
- The Instructor/Teacher will have both courses listed.
- For additional information on Cross-Listing/Combining courses in Canvas go to <https://community.canvaslms.com/community/answers/guides/> and input Cross-List in the Search box. A list of guides will display.