CROSS-LIST COURSES IN CANVAS

Prerequisites:

- You must be enrolled as a Primary Instructor in each section that you would like to cross-list (combine) in Canvas.

- Cross-List BEFORE Classes Start. Once the semester begins, if students have activity in a section (grades, discussions, assignments, quizzes) and you move a section under a parent section, you will NOT be able to see the students’ previous activity which took place in the cross-listed child section.

- Do not place content in the Child sections; it will not be visible after you cross-list the child with the Parent section.

Step 1 - Determine Which Section Will Be the Parent Section

*Example: Instructor will be teaching History 100, sections 001 and 002. Instructor will designate section 001 as the Parent section.*

Step 2 - Cross-list Child Sections Under Parent Section

1. Go to the child section that you wish to cross list with the parent section.
2. On the bottom left of the course navigation menu click **Settings**.
3. At the top click **Sections** tab.
4. Click on the section listed under Course Sections.
5. On the top right click **Cross-List this Section**.
6. In the **Search for Course** box begin to type the Parent section name -- start by typing the current semester.

   **NOTE:** Make sure to select the current semester’s section as the Parent.
7. Click on the Parent Section to select it.
8. Click **Cross-List This Section**.
9. If necessary, repeat steps 1-8 above for any other child courses you need to cross-list.

Step 3 - Verify Which Sections are Cross-Listed in a Parent Section

1. Go to the parent section.
2. On the bottom left of the course navigation menu, click **Settings**.
3. Click the **Sections tab**, you will see which sections are cross-listed under the parent section.

Step 4 - Change Your Course Name, if desired

1. After verifying which sections are cross-listed, click on the Course Details tab.
2. In the Name: field, enter your desired course name.
3. Click the Update Course Details button at the bottom of the page.