

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* on the **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.