

HOW DO I CROSS-LIST MY SECTIONS

NOTE: Cross-listing is only meant for Instructors that have multiple sections of the same course. Combining sections from different instructors is not recommended because when submitting E-Grades you will have to De-Cross the sections and data from the students could be lost.

IMPORTANT:

If you need to De-Cross a course, you will need to contact Canvas Support at: 813-974-1222.

Do not open the course that you want to be the primary course. Always go to the secondary course.

- 1) Open the Course that you want to cross list as the secondary
- 2) Go to **Settings**
- 3) Click the **Sections** tab
- 4) Click on the name of the course
- 5) Click **“Cross-List this Section”**

USE LEARN

NGR6400.801F17 > Settings

Fall 17

Course Details Sections Navigation Apps Feature Options

Course Sections

NGR6400.801F17 Chem/Biochem/Phys for Nur Anes (25 Users, SIS ID: NGR6400.801F17)

Add a New Section:*

+ Section

NGR6400.801F17 Chem/Biochem/Phys for Nur Anes

25 Active Enrollments
SIS ID: NGR6400.801F17

Current Enrollments

Edit Section

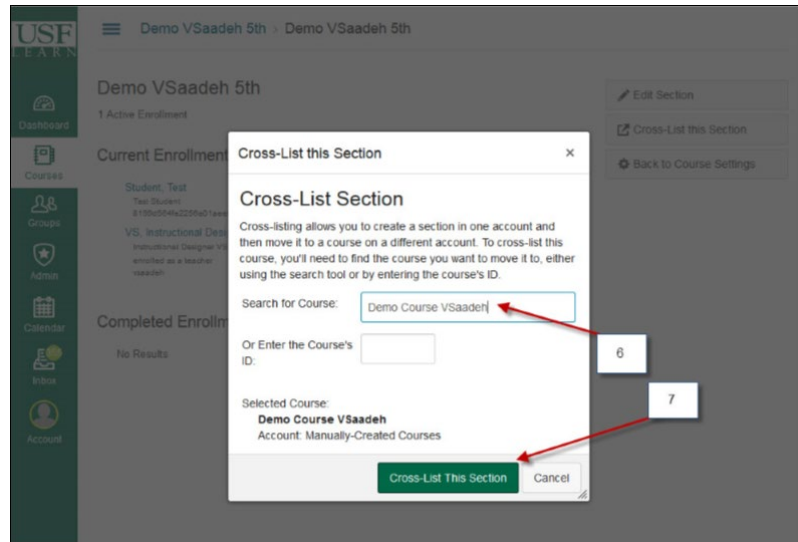
Cross-List this Section

Back to Course Settings

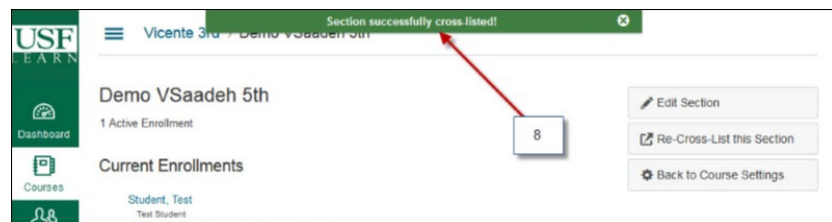
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6) Search for the main course that will be your primary course

7) Click “Cross-List this Section”



8) You will get the following message: **“Section successfully cross-listed”**



9) To verify if sections are cross-listed go to the Primary course and open the People section. You will be able to see the students from both sections

