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.

- 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"

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6) Search for the main course that will be your primary course 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 7) Click "Cross-List this Section" using the search tool or by entering the course's ID. Search for Course: Demo Course VSaadeh Or Enter the Course's 6 7 Selected Course: Demo Course VSaadeh Account: Manually-Created Courses Cross-List This Section Cancel 8) You will get the following message: 3 USF Vicente 3 "Section successfully Demo VSaadeh 5th Fedit Section cross-listed" 1 Active Enrollment 8 Re-Cross-List this Section **Current Enrollments** Back to Course Settings Student, Test Test Student 28

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

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