

How do I Cross List "Combine" my courses in Canvas

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 will be lost.

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

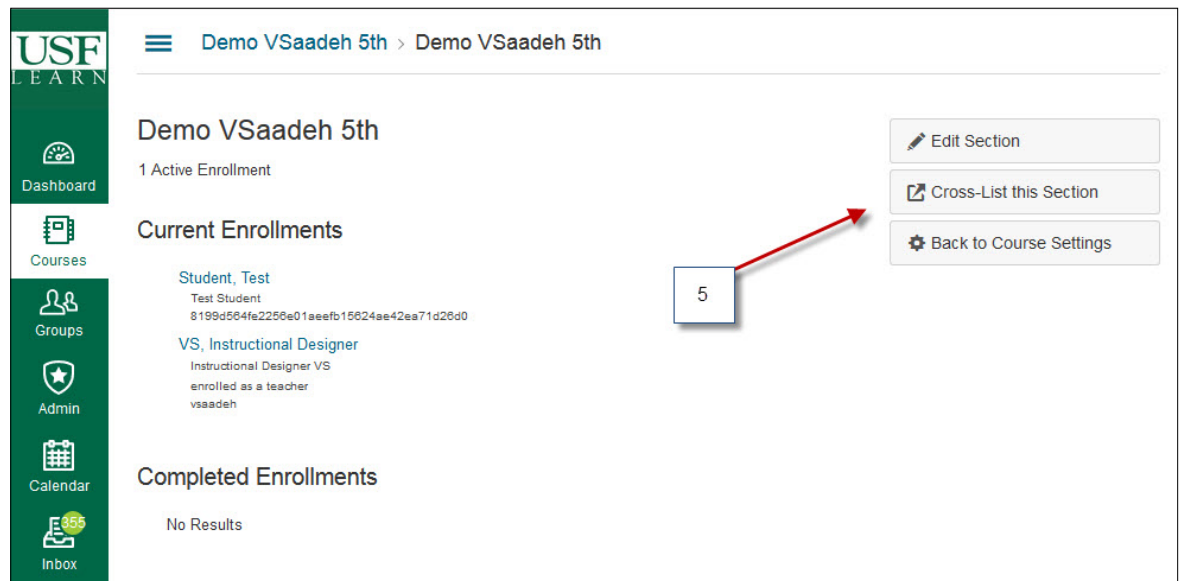
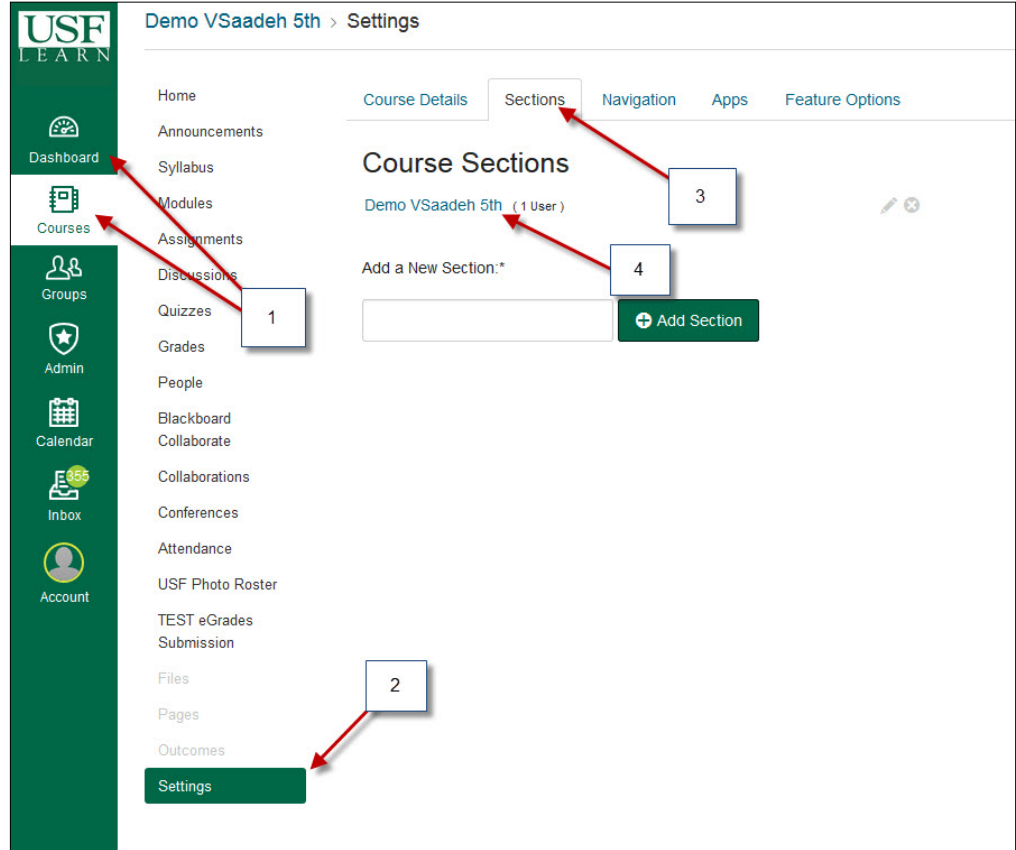
1) Open the Course that you want to cross list as the secondary

2) Go to Settings

3) Click the Sections tab

4) Click on the name of the course

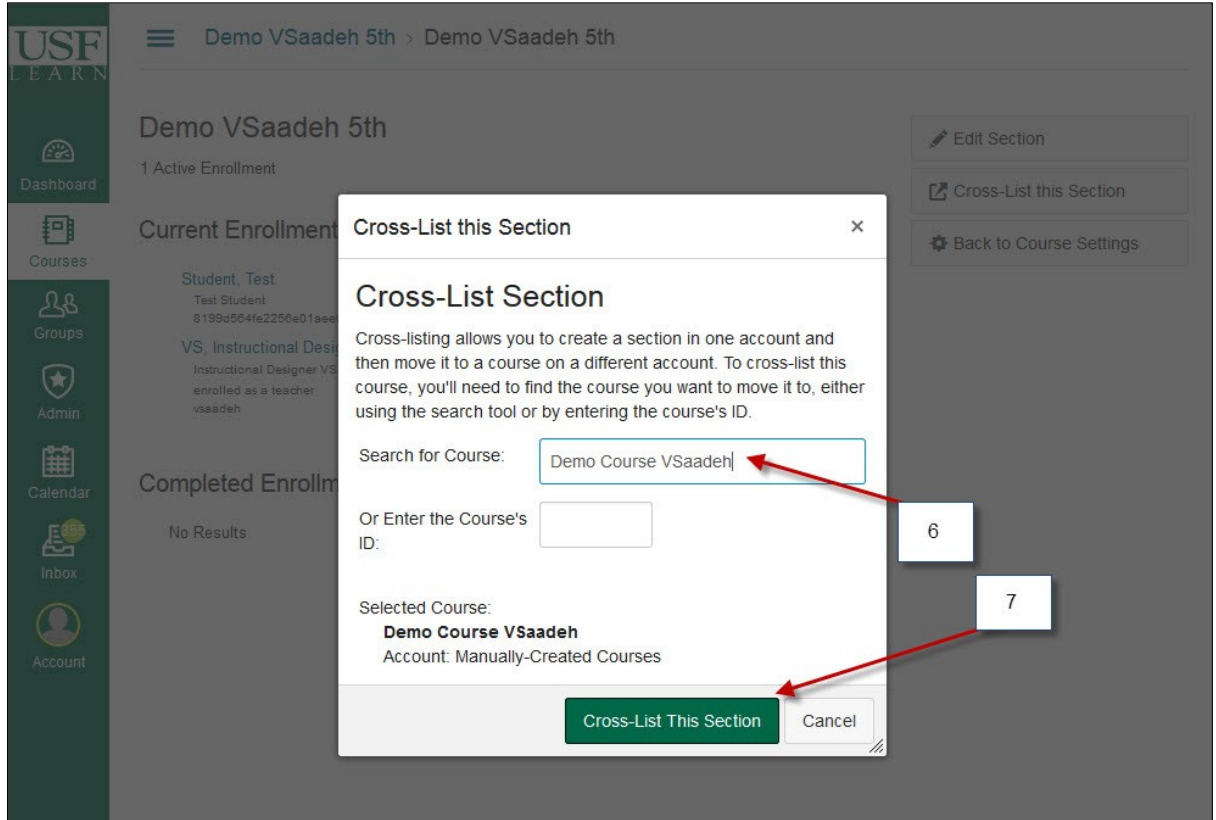
5) Click "Cross-List this Section"



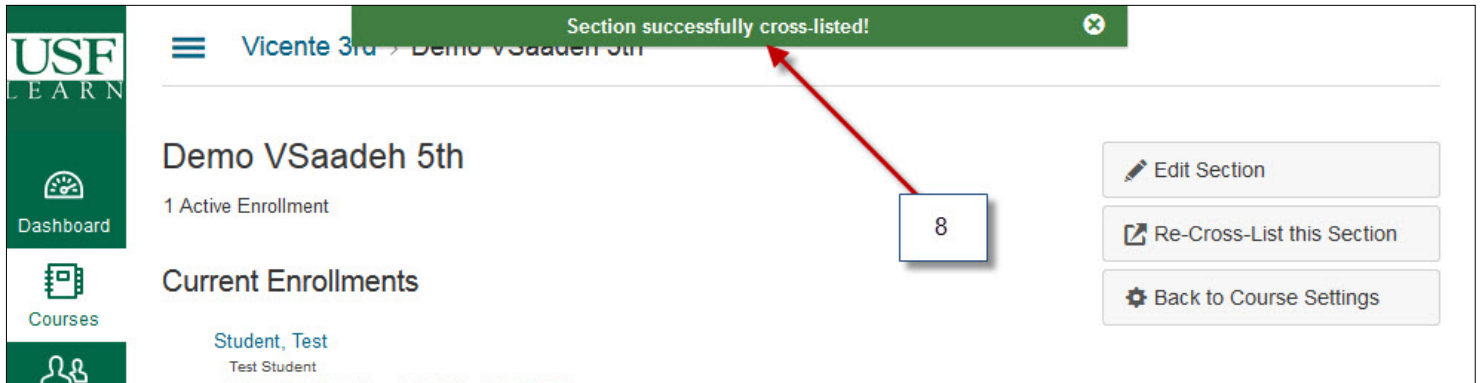
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6) Search for the main course that will be your master course

7) Click "Cross-List this Section"

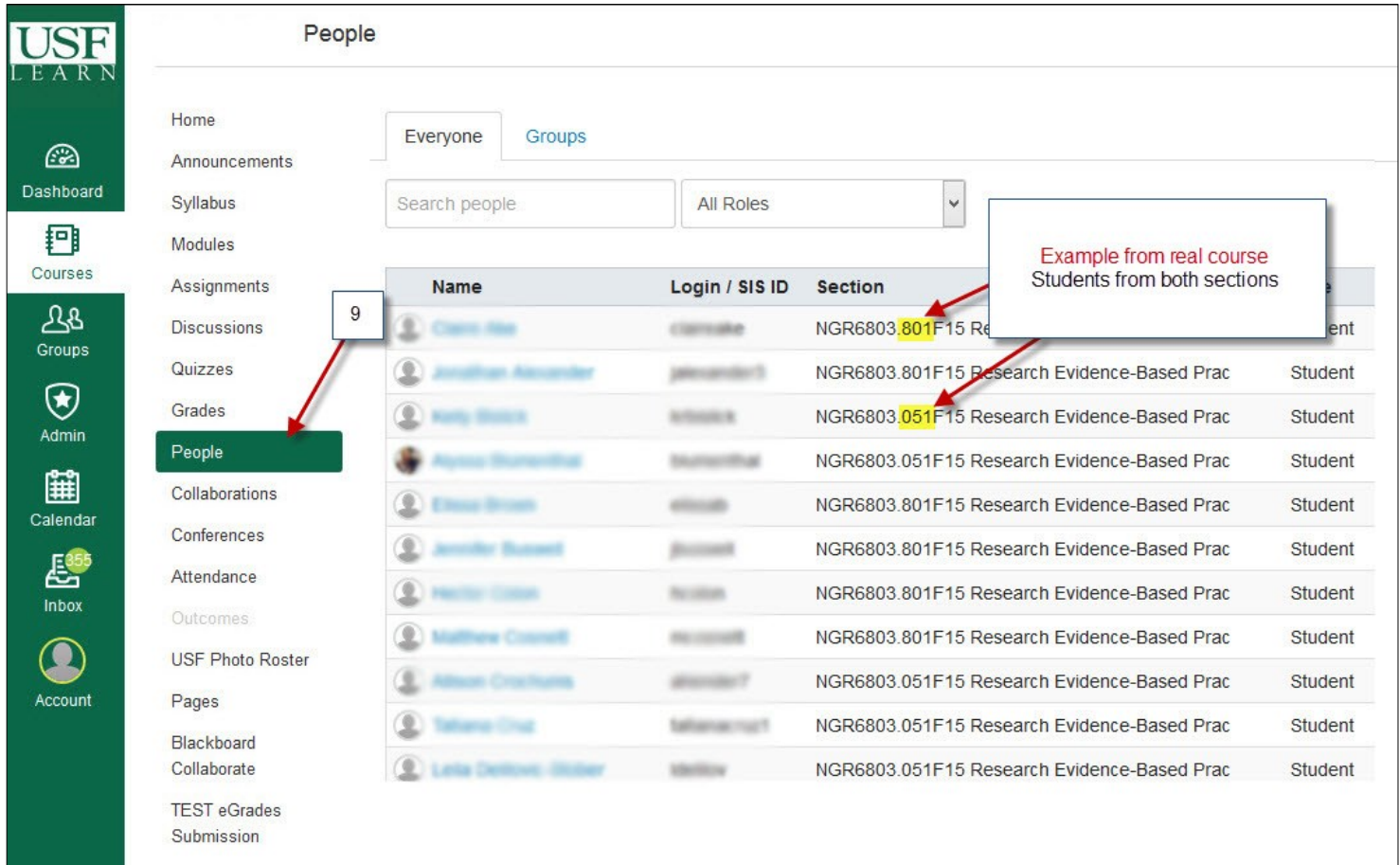


8) You will get the following message: "Section successfully cross-listed"



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



The screenshot shows the 'People' page in Canvas LMS. The left sidebar contains a navigation menu with 'People' highlighted. A red box with the number '9' points to this menu item. The main content area shows a table of students. The 'Section' column contains two different section identifiers: '801F15' and '051F15', both highlighted in yellow. A callout box with the text 'Example from real course Students from both sections' points to these two section identifiers. The table lists student names, their login/SIS IDs, and their roles (all are 'Student').

Name	Login / SIS ID	Section	Role
Clara Lee	claralee	NGR6803.801F15 Research Evidence-Based Prac	Student
Jessica Alexander	jalexander3	NGR6803.801F15 Research Evidence-Based Prac	Student
Emily Brown	ebrown	NGR6803.051F15 Research Evidence-Based Prac	Student
Amya Hernandez	ahernandez	NGR6803.051F15 Research Evidence-Based Prac	Student
Ellen Brown	ebrown	NGR6803.801F15 Research Evidence-Based Prac	Student
Jessica Brown	jbrown	NGR6803.801F15 Research Evidence-Based Prac	Student
Heidi Cook	hcook	NGR6803.801F15 Research Evidence-Based Prac	Student
Matthew Council	mcouncil	NGR6803.801F15 Research Evidence-Based Prac	Student
Alicia Cruz-Harris	aharris17	NGR6803.051F15 Research Evidence-Based Prac	Student
Tiffany Gray	tgray	NGR6803.051F15 Research Evidence-Based Prac	Student
Leticia Delacruz-Rodriguez	lrodri	NGR6803.051F15 Research Evidence-Based Prac	Student

NOTE: If you need to De-Cross a course you will need to contact Canvas Support at **813-974-1222**. They are the only ones that can De-Cross courses.