## **Instructional Resource**

## **Cross-listing Canvas Sections**

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

- 1. Access the secondary course you want to cross-list in Canvas. Do **not** open the course that you want to be the primary course. Always go to the secondary course.
- 2. Click Settings.
- 3. Click Sections.
- 4. Click the name of the course under *Course Sections*.

Step 3	Fall 21		Course Details Sections Navigation Apps Feature Previews Integrations	
	Home			1
	Announcements	ø	Course Sections	Ston
	Assignments	Ø	BSC2085.003F21.94056 Anatomy Phys I for Hith Prof 45 Users, 5/5 ID.	Step
	Discussions		BSC2085.003F21) X	
	Grades		Add a New Section:*	
	People		+ Section	
	Files	Ø		

Cross-List this Section

**Cross-List Section** 

he search tool or by entering the course's ID.

Cross-listing allows you to create a section in one account and ther

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 using

Search for Course: BSC2085.001F21.82354 Anatomy Phys

5. Click Cross-List this Section.

ESC2085.003F21 > BSC2085.003F21.94056 Anatomy Phys I for Hith Prof						
Fall 21	BSC2085.003F21.94056 Anatomy Phys I for HIth Prof	% Edit Section	Step 5			
Announcements Ø	115 Active Enrollments	Ø Cross-List this Section				
Assignments Ø	ais in oblemations	Back to Course Settings				

- 6. Search for the main course that will be your primary course. You can type the course ID or copy the course ID from the primary course and paste that info.
- 7. Click Cross-List This Section.
- 8. You will see the message "Section successfully cross-listed" at the top.
- 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.

Peopl	e		Or Enter the Course's ID:		
Home Announcements	Everyone Groups			Selected Course: BSC2085.001F21.82354 Anatomy Phys I for Hith Prof SIS ID: BSC2085.001F21 Account: Nursing (NR.NUR)	
Syllabus Modules	Search people	All Roles 👻	Everyla former la march	Cross-List This Section	Step 7
Assignments	Name	Login / SIS ID Section	Students from both sections		
Discussions 9	(1) Carris Res	NGR6803.801F15 R	ent		
Quizzes	(2) Annah an Annah an	NGR6803.801F15	esearch Evidence-Based Prac Student		
Grades	(2) Harts Taxan	NGR6803.051F15 R	lesearch Evidence-Based Prac Student		
People	Se Anna Danasina	NGR6803.051F15 R	lesearch Evidence-Based Prac Student		

## Inspiring Innovation and Excellence in Education <u>Contact EDT by submitting a request</u>



Step 6