

Cross-List Courses in Canvas

If you have two or more sections of the same course, you can cross-list the courses so all students access and work in one course space. This guide outlines the steps necessary to cross-list courses. If you prefer a video tutorial, go to: http://podcasts.usu.edu/Podcasts/canvas/tutorials/detailedTraining/CrosslistingSteps.mp4

instructure.com https://massasoit.instructure.com/courses/181877	Go to the first course of the courses you wish to cross-list. This will be the course to which the other section(s) is added. Copy the ID number of this course. The ID number is located at the end of the course URL in the address bar of your browser.
Courses v	Hover over the Courses link at the top-left of your screen and select the second section of the course.
Settings	Click the Settings button in the <i>Course Menu</i> along the left.
Course Details Sections Users Navigation External Tools	Click the Sections tab.
Course Sections	Click on the course title listed under Course Sections.
Intro to Business (19 Users)	
Add a New Section:	
Add Section	
Intro to Business	A list of current enrollments will display.
19 Enrollments Current Enrollments	

 Edit Section Cross-List this Section Back to Course Settings 	Click the Cross-List this section button in the <i>Sidebar</i> on the right-side of the screen.
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 using the search tool or by entering the course's ID. Search for Course: Or Enter the Course's ID: 181877 Selected Course: Mathematical Section Selected Course: Mathematical Section Stars: Selected Course: Mathematical Section Stars: Stars: Cross-List This Section Cancel	 In the <i>Cross-List this Section</i> window, paste the ID you copied from the first section in the Enter the Course's ID field. Immediately, you will see the information for the course with which you are going to cross-list. Check this information to make sure it is the correct course. Click the Cross-List This Section button. You will see a green bar at the top of the screen confirming the success of the cross-list
Courses v	Return to the first section. Note, you will no longer see the second section listed in your course list.
Course DetailsSectionsUsersNavigationExternal ToolsCourse SectionsIntro to Business (19 Users)Intro to Business (13 Users)	 Click Settings in the Course Menu. Click the Sections tab. Under Course Sections, you will see both sections listed. You have successfully cross-listed the two sections and all students will access the course through the first section. If you wish to cross-list another section, repeat the steps above with a third section.