Canvas Extend – External Cross-list Tool

Use the Canvas Extend external cross-listing tool to merge sections in Canvas when you are assigned as the instructor for each course in the merge. Courses must be unpublished in order to cross-list. Please upload syllabi to your course sections prior to merging.

For support, please submit a Service Now Incident listing Canvas as the affected service.

Instructor Steps

1. Access Canvas
2. Enter one of your courses
3. Click the Canvas Extend link on the Course Menu
4. Click the Open in New Tab button

To visit the URL, click the button below.

Open in New Tab

5. If issues are encountered, you may access Canvas Extend directly on the web at: https://webapp.uta.edu/canvas-extend/

6. Click Login

7. Click Authorize
8. You will be logged in to Canvas Extend

9. Click My Courses

10. Choose a semester if needed (i.e. 2021 Spring)

11. If you have a large number of courses listed, use the search feature to narrow the list

12. Click the tile of the course you want to use as the Parent course of the merge

13. Course overview is selected by default
14. Click Manage Cross-Listing to merge/ un-merge courses
15. Click Add Cross-Listing to merge courses into the selected Parent course

16. A pop-up appears with details about the cross-listing process
17. Click OK
18. Check the box(es) next to each course you wish to cross-list
19. When finished, click the Add Cross-Listing button

20. Click OK to confirm

You may also remove courses from a merge by doing the following:

21. To remove a course from a merge, click Manage Cross-listing
22. Click Remove Cross-listing
23. Check the box(es) next to the courses you wish to remove from the merge
24. Click the **Remove Cross-Listing** button

25. Click **OK** to confirm
26. To cross-list additional courses, click the back-arrow icon or My Courses to return to your list

27. Repeat the process for each set of cross-lists
28. Click **LOGOUT** when finished