Cross-Listing (Merging) Courses in Canvas

This process may be helpful for instructors who teach multiple sections of the same course and want to merge the enrollments into one course site in Canvas.

Things to Note

- Teachers in Canvas choose one of their course sections to serve as a "Parent" course.
- The "Parent" course will contain enrollments from any Cross-Listed or "Child" courses.
- Typically, the lowest course section number (e.g. HIST-1301-001) should serve as the "Parent" course.
- After Cross-Listing is complete, teachers and students will only see the "Parent" course site on their Canvas Dashboard.

Before You Cross-List

- Cross-Listing should take place before course sites are published and before any grades are entered in Canvas.
  - If a published course containing student submission, activity, and grade data is Cross-Listed into a "Parent" course, that data could be lost.
    - If this does happen, please contact CDE Support.

After You Cross-List

- Teachers and Students will only see the "Parent" course on their Canvas Dashboard.
- Students who register for your course sections will automatically appear in the "Parent" course site.
- To "De-Cross-List" a course in Canvas please contact CDE Support.

Instructions for Cross-Listing in Canvas

In this example we will Cross-List (merge) the following two course sites in Canvas:

*Parent Course* and *Child Course*

Start in the CHILD course that you want to Cross-List with the PARENT course.

STEP 1: Click on the **Settings** button located at the bottom of the course menu.

STEP 2: Click on the **Sections** tab at the top of the page.

STEP 3: Under Course Sections list, click on the **course name** displayed.
STEP 4: Locate the **Cross-List this Section** button and click it (the button could be located at the top right or bottom of the page depending on your browser settings).

STEP 5: On the pop-up window, enter the "**Parent** Course ID" (e.g. HIST-1301-001) into the Search for Course field and select the course from the drop-down menu. Another option would be to enter the five digit Course ID number that is from MyMav (e.g. 24855).
STEP 6: Confirm the selected course is correct by making sure that the last five numbers of the SIS ID match the course number.

STEP 7: Click Cross-List This Section.

You will be re-routed automatically to the "Parent" course where the enrollments have been cross-listed.