

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.
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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.

Child Course 123 > Settings

Home Course Details **Sections** Navigation Apps Feature Options

Announcements

Assignments **3** Course Sections

Discussions **Child Course** (1 User) ✎ ✕

Grades Add a New Section:*

People + Section

Pages

Syllabus

Outcomes

Quizzes

Modules

Collaborations

LockDown Browser

Conferences

Files

Settings **1**

2

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).

Child Course 123 > Child Course

Home **Child Course**

Announcements 1 Active Enrollment

Assignments SIS ID:

Discussions

Grades

People **Current Enrollments**

Pages Roberts, Mandy

Syllabus Mandy Roberts

Outcomes enrolled as a teacher

Quizzes mandy.roberts@uta.edu

Modules

Completed Enrollments

No Results

4 Edit Section

Cross-List this Section

Back to Course 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).

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:

Selected Course:

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**.

Cross-List this Section ×

Cross-List Section

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Search for Course:

Or Enter the Course's ID:

Selected Course:

Parent Course
SIS ID: Parent_Course_123
Account: Canvas Demo Courses

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