

Canvas:

Cross-Listing Sections

This document will walk you through the steps required to cross-list sections into one course.

Why would you want to do this?

1. You can upload and create Canvas items (Modules, Assignments, Quizzes, etc.), that will be available to all cross-listed sections.
2. You will still have the ability to assign items and discussions to each individual section if you desire.
3. Cross-listing will keep your entire course under one roof.

Suggestion: Create a new course with the title of the class such as Algebra I, and then cross-list the sections into this new course. If you have not created a new, master course, go to <http://www.nacs.k12.in.us/Page/6139> and follow the prescribed steps.

Steps: *These steps assume you have created a new course to be the master/destination for the cross-listed sections.*

1. Log into Canvas and click on Courses. When the menu of courses drops down, choose the course you want to cross-list the sections into. **This course will be the master/destination course.**

Choose a course to be the master/destination. In this case, I have chosen a course that I have manually created.

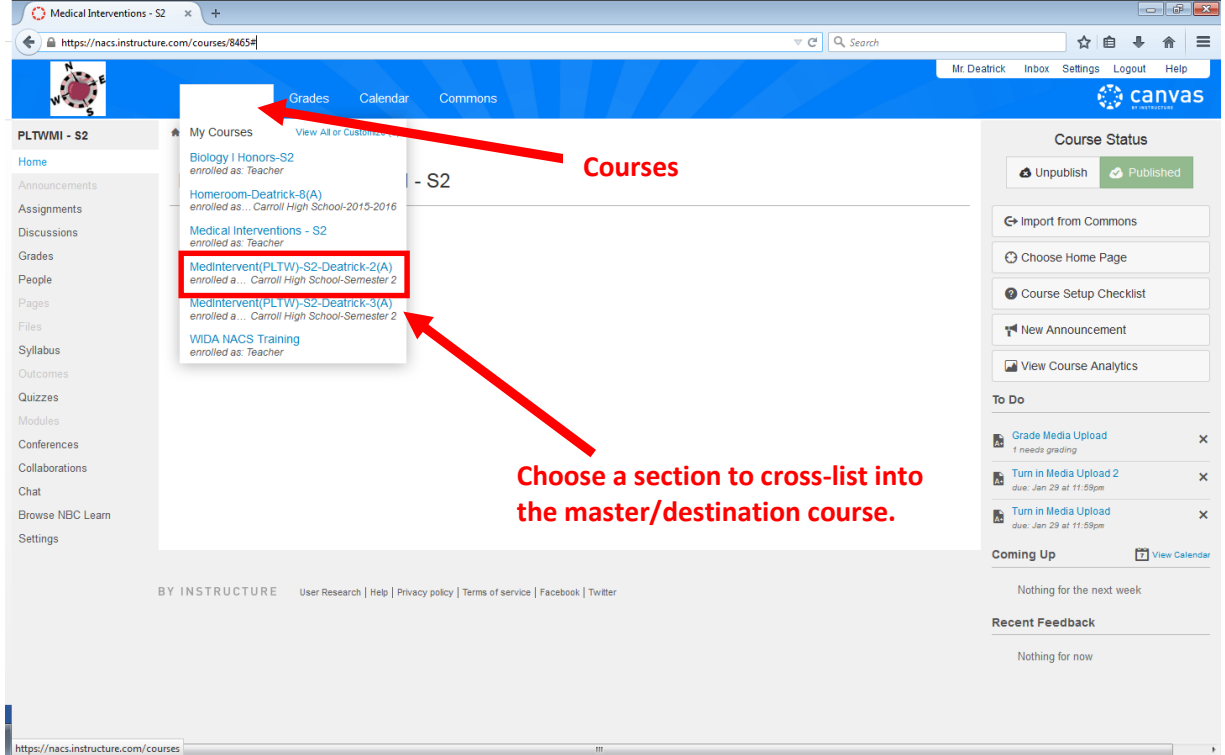
Basic steps of the cross-listing process:

1. Choose a master/destination course.
2. Go to individual sections and cross-list them into the master/destination course.

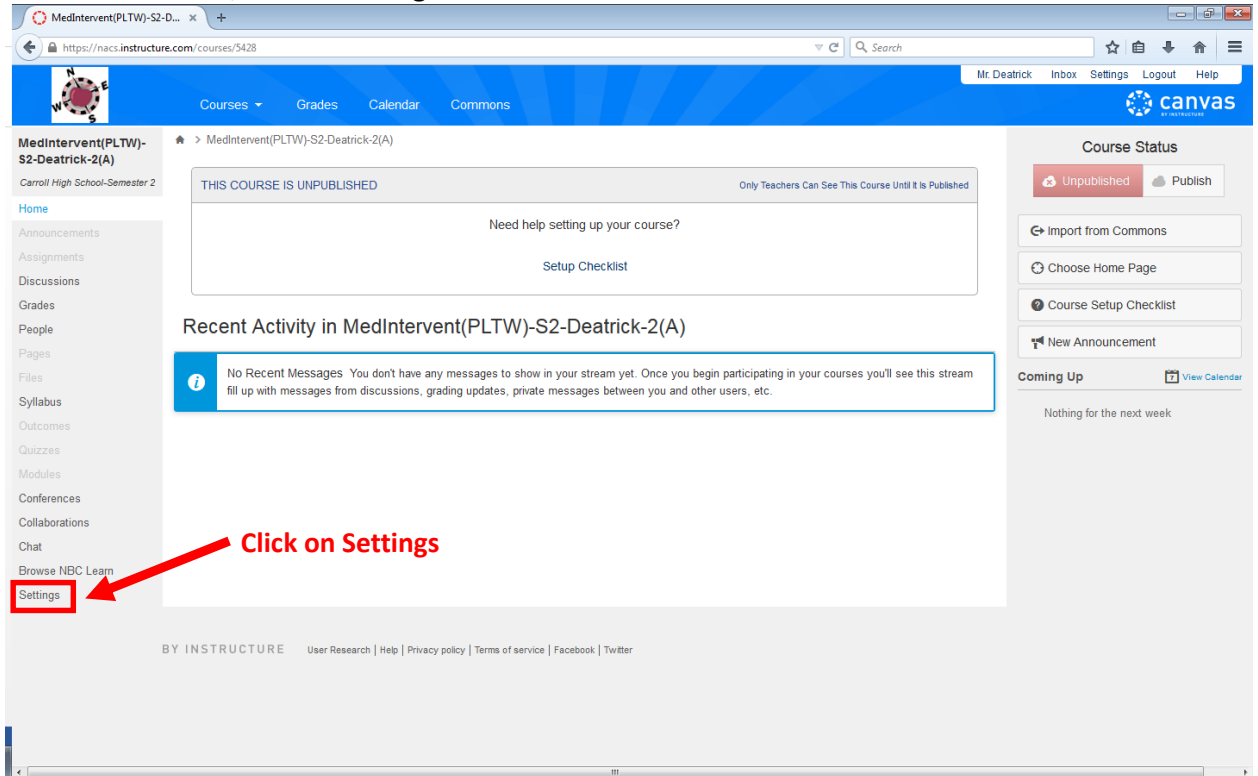
2. Write down the **4 digit number** at the end of the destination course's **URL**.

Write down the 4 digit number of the course you have chosen to be the master/destination at the end of URL for the course. This number will be used during the cross-listing process.

3. Click on **Courses**, and then click on a section that needs to be cross-listed into the master/destination course.



4. On the next screen, click on **Settings**.



5. On the next screen, click on **Sections**.

The screenshot shows the Canvas LMS interface for a course named "MedIntervent(PLTW)-S2-Deatrick-2(A)". The "Settings" page is open, and the "Sections" tab is highlighted with a red box. A red arrow points to the "Sections" tab with the text "Click on Sections." The "Course Details" section shows fields for Name, Course Code, Time Zone, SIS ID, Department, Term, Starts, and Ends. The "Current Users" table on the right shows 24 Students, 1 Teacher, and no TAs, Designers, or Observers.

Current Users	
Students:	24
Teachers:	1
TAs:	None
Designers:	None
Observers:	None

6. On the next screen, click on the name of the section.

The screenshot shows the "Course Sections" page in Canvas LMS. The "Sections" tab is selected, and a red box highlights the section name "MedIntervent(PLTW)-S2-Deatrick-2(A)". A red arrow points to this name with the text "Click on the name of the section." Below the section list is an "Add a New Section" form with an "Add Section" button. The "Current Users" table on the right is identical to the previous screenshot.

Current Users	
Students:	24
Teachers:	1
TAs:	None
Designers:	None
Observers:	None

7. On the next screen, click on **Cross-List this Section**.

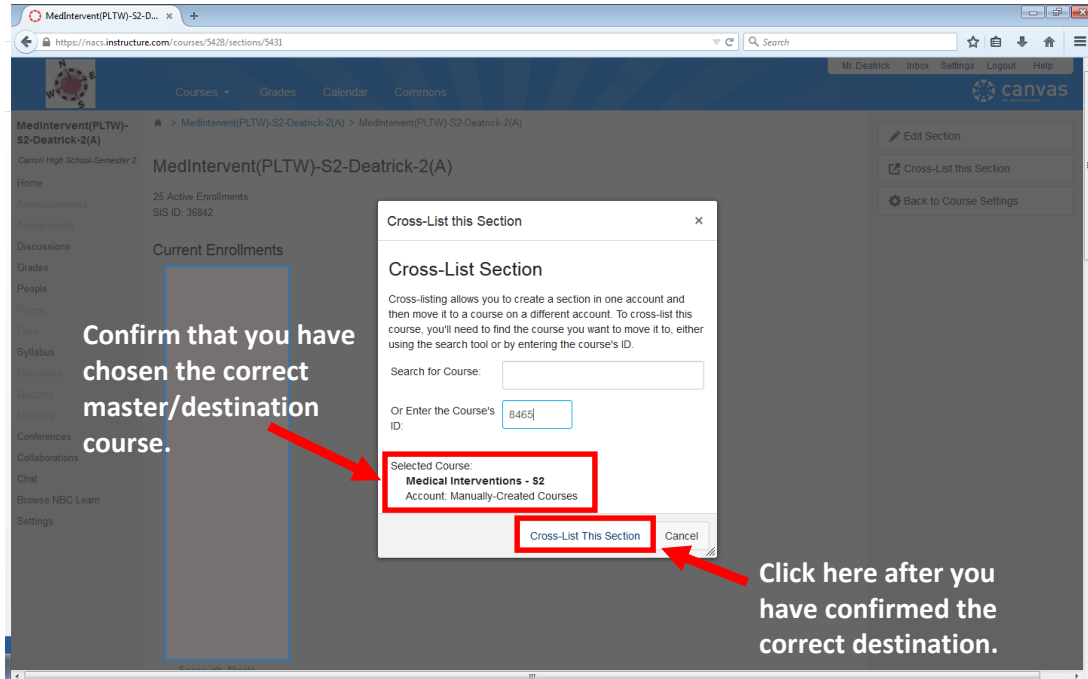
The screenshot shows the Canvas LMS interface for a course section. The course title is "MedIntervent(PLTW)-S2-Deatrick-2(A)" and it has 25 active enrollments. A red box highlights the "Cross-List this Section" button in the top right corner, with a red arrow pointing to it and the text "Click here to start the cross-listing process". A blue box highlights the "Current Enrollments" area, with a red arrow pointing to it and the text "The list of all of the students in the section will be found here."

8. In the pop-up window, you will do two things:

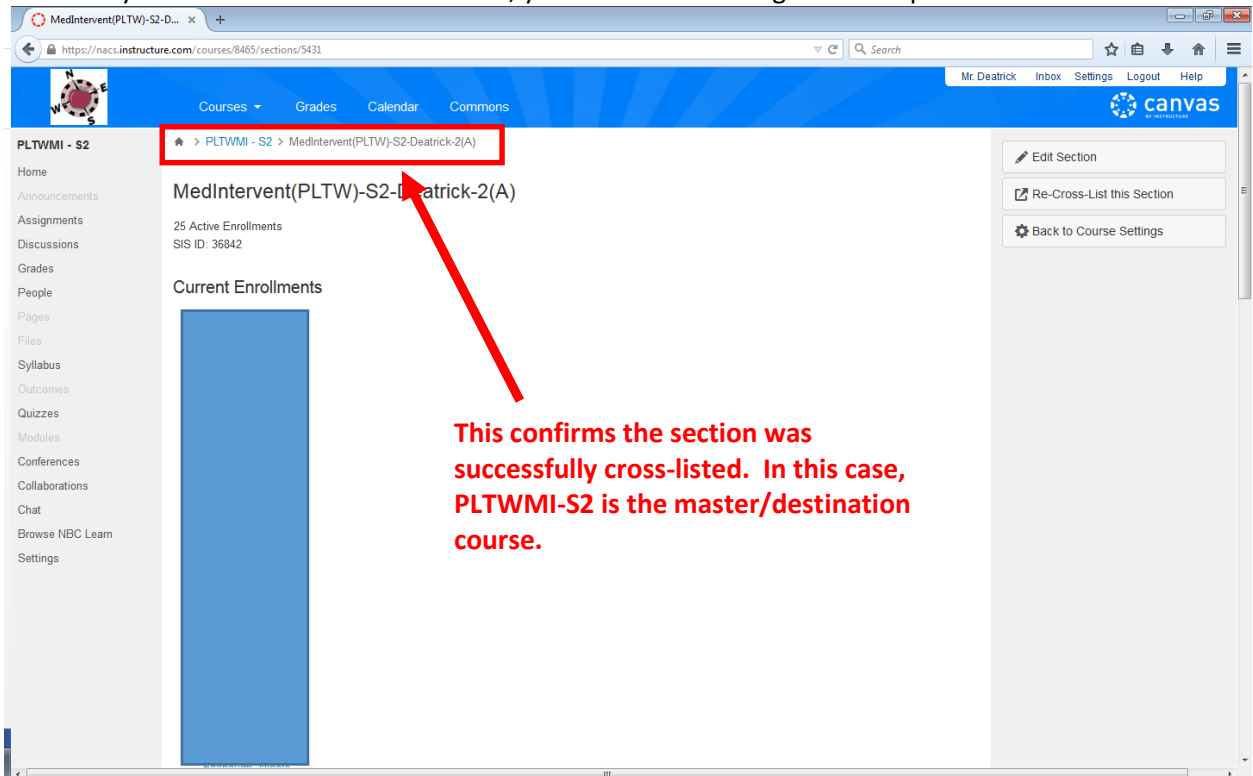
- a. Type in the **4 digit number** for the master/destination course. You wrote this number down during step 1.

The screenshot shows the "Cross-List this Section" pop-up window. The window title is "Cross-List this Section". It contains the following text: "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 ID:", "Selected Course:", "Cross-List This Section", and "Cancel". A red box highlights the "Or Enter the Course ID:" input field, with a red arrow pointing to it and the text "Type in the 4 digit number for the destination course, and hit enter."

- b. Confirm that you have **identified the correct master/destination course**, and then click on **Cross-List This Section**.



9. Once you have cross-listed the section, you will see the change at the top of the screen.



10. **Another way to confirm** that the **cross-listing** was successful is to **go to the master/destination course** and do the following:

- a. Click on **Settings** at the bottom of the choices on the left.
- b. On the next screen, click on **Sections**.
- c. You will now see the cross-listed section listed.

The screenshot shows the Canvas LMS interface for a course named 'Medical Int...'. The left sidebar contains a list of navigation options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, Files, Syllabus, Outcomes, Quizzes, Modules, Conferences, Collaborations, Chat, and Review. The 'Settings' option at the bottom of this list is highlighted with a red box and an arrow pointing to it with the text 'Click here first.' The main content area shows the 'Settings' page for the course, with a sub-tab 'Sections' highlighted by a red box and an arrow pointing to it with the text 'Click here second.' Below the 'Sections' tab, there is a list of 'Course Sections'. One section is highlighted with a red box and an arrow pointing to it with the text 'This is the section that was successfully cross-listed.' The section is named 'MedIntervent(PLTW)-S2-Deatrick-2(A)' and has 25 users and a SIS ID of 36842. Below the list is an 'Add a New Section' form with an 'Add Section' button. On the right side of the page, there is a 'Share to Commons' button and a 'Current Users' table.

Current Users	
Students:	25
Teachers:	1
TAs:	None
Designers:	None
Observers:	None