

Cross-Listing Canvas Courses at CSI

Resources, Thinking Points, and Steps to Follow

Canvas Resources to Preview

1. [Canvas Guide](#)
2. [Canvas Video](#)

Why Did the Instructor Cross...List?

Helpful questions to consider regarding whether to manually cross-list your course sections:

- ***Do you teach several sections of the same course?***
 - Cross-listing can help if you only want to manage course content + data in one location.
- ***Will you teach these sections using more than one modality?***
 - If a course section is taught face-to-face while another is taught online, cross-listing may create complications. Before cross-listing, consider your content, assignments, and student interactions in each modality, and what will happen if you combine them.
- ***Are your course shells both unpublished and unpopulated?***
 - Course content will be lost in the “child” course when cross-listed, and any enrollments will lose associated assignment submissions and grades.
- ***Is course section naming important to you?***
 - The child course section will not lose its name when cross-listed, but students in that course section will see the name of the primary course section when accessing the course. For example, if you cross-list ENGL 101 C03 into ENGL 101 C02, students in the C03 course section will see ENGL 101 C02 as the name of the course. CSI instructors must submit a request to the IT Help Desk to make a change to course naming.

Steps to Cross-List

1. First, start with the course you want to be the parent or primary course:
 - a. Click Settings in Course Navigation.
 - b. Scroll to the 7th field in Course Details; highlight and copy the course’s **SIS ID**.
2. Next, locate the course you want to be the child, meaning the course section you are combining into another course section:
 - a. Click Settings in Course Navigation.
 - b. Click the Sections tab on the page.
 - c. Click the name of the blue hyperlinked section.
 - d. Click "Cross-List this Section"
 - e. When prompted to enter the Course ID of the course you want to merge with, paste it in the box.
 - f. Click the blue “Cross-List This Section” button to merge.

IMPORTANT: If your course is part of the Instant Access Program, let Jayme Ketterling in the Bookstore know you have cross-listed your courses, or students may not have access to e-textbook content.

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