HOW DO I CROSS-LIST MY SECTIONS

NOTE: Cross-listing is only meant for Instructors that have multiple sections of the same course. Combining sections from different instructors is not recommended because when submitting E-Grades you will have to De-Cross the sections and data from the students could be lost.

IMPORTANT:
If you need to De-Cross a course, you will need to contact Canvas Support at: 813-974-1222.

Do no open the course that you want to be the primary course. Always go to the secondary course.

1) Open the Course that you want to cross list as the secondary

2) Go to Settings

3) Click the Sections tab

4) Click on the name of the course

5) Click “Cross-List this Section”
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6) Search for the main course that will be your primary course

7) Click “Cross-List this Section”

8) You will get the following message: “Section successfully cross-listed”

9) To verify if sections are cross-listed go to the Primary course and open the People section. You will be able to see the students from both sections.