How do I cross-list a section in Canvas?

Do Not Cross List a Section After the Class Start Date.

Cross-listing should be done while courses are unpublished. When you cross-list, you are actually moving sections between courses. If a published course is cross-listed, all cross-listed enrollments will lose their associated assignments, submissions and grades. Therefore, please do not cross-list a published course after the start date of the course.

In Canvas, there are courses and sections. A section is located inside the course. They come as a pair. The content of a class is stored in a course and the student (enrollment) is stored in a section.

When you cross-list, you will find the section (within a course) and move this section into another course. You can do this for more than one section.

Instructions:

First, log in to your HCC Eagle Online – Canvas account. Click Courses then All Courses, which will display the entire course list in your account.
Courses

6162-HIST-1301-U.S. History to 1877-F8A-90509-90533-CL
SPRING 2016 F8A

NOT USING
SPRING 2016 F8A

6162-HIST-1301-U.S. History to 1877-RT-90289
SPRING 2016 RT

Monday 7-8:30PM
SPRING 2016 RT

6162-HIST-1302-U.S. History after 1877-F8B-90385
SPRING 2016 F8B

6162-HIST-1302-U.S. History after 1877-RT-90360
SPRING 2016 RT

M 5:30-7PM
SPRING 2016 RT

6163-HIST-1301-U.S. History to 1877-S1-14463
6163-S1

6163-HIST-1301-U.S. History to 1877-S1-14497
6163-S1

6163-HIST-1302-U.S. History after 1877-S1-14453
6163-S1

6163-HIST-1302-U.S. History after 1877-S1-14492
6163-S1

6163-HIST-1302-U.S. History after 1877-S1-14688
6163-S1

All Courses
Find the course that you would like to cross-list and double click the course.

EX: I want to cross list CRN#14463 (with CRN#14497), so I double click on the #14463 course link. These are both HIST 1301 courses in the same term and in same session.
The course page opens. Next click **settings**. Note - this course is unpublished.
The Settings page opens. Click sections. You will see two links. One is a section, which has an SIS ID number (Student Information System) that begins with an “S”. In Canvas, this is called a section within a course. The one below it is called a course, which does not have an SIS ID number. We are planning on moving this section 14463 to course 14476.
Click to select the **section**, then click the **Cross-List this Section** button.

**Alert!!!**
DO NOT Cross list a course after this starts date.
A Cross-List this Section window will appear.

Search for the course (that you want to attach the section to) by typing in the term and course name in the search for course field. A drop-down list will appear with all of your courses.

Select the correct Course (14497) that you plan to move into your section #14463.
Finally, click the **Cross-List This Section** button to complete the cross-listing process.
A message will appear at the top of your browser confirming the section is successfully cross-listed.
Now click **settings** and then click **sections** to verify that the section (#14463) has been added to course (#14497).
Once you have moved all of the sections to the new course, you must rename the course by clicking **Course Details**.

Click the **Name** field. Type the cross listed section CRN number and CL (cross-list) at the end.

Click the **Course Code** field and type the cross listed section CRN number and CL at the end also.

Then click the **Update Course Details** button, to save as standard format. It will be easy for your students to recognize.

This is the format you must follow for renaming the course:

**Term-Prefix-Course number-Course short details- CRN#-CRN#-CL**

6163-HIST-1301-U.S.History to 1877-S1-14497-14463-CL

After changing the **course** name, you can publish your cross-listed course.
Click Name field and change name to standard format. EX: 6163-HIST-1301-U.S. History to 1877-S1-14497-14463-CL

Click Course Code field and add cross listed CRN#. EX: 6163-14497-14463-HIST-1301
Also click update the course details at the bottom to save.