Cross-Listing Canvas Courses at CSI

Thinking Points, Resources, and Steps to Follow

What is Cross-Listing?

Canvas enables instructors to combine multiple, like course sections into a single parent course. This action can simplify instructor workflows, allowing you to manage content, assignments, discussions, and grading in one place rather than switching between multiple sections.

Keep in mind:

- Canvas maintains section separations: Students only see their own section's roster (unless discussions are set up differently).

- Permissions Matter: Only admins or instructors with the right permissions can cross-list courses.

- Cross-Listing Should Be Done Early: It's best to cross-list before students submit work, as it can cause data loss when moving sections.

Canvas Resources to Preview First

1. [Canvas Guide](#)

2. [Canvas Video](#)

Why Did the Instructor Cross…List?

Helpful questions to consider *prior to* cross-listing your course sections:

- ***Do you teach multiple 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- ***Are your course shells both unpublished and unpopulated?***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.

- **Are you prepared to communicate clearly to your students their enrollment in a course section that has been cross-listed, assuring them they are in the right place?**
  - Students in the "child" course section will see the name of the primary course section when accessing their 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. This causes concern for some students.
  - When you cross-list, please:

    - Submit a help request to the IT Help Desk to make a change to course naming that will accurately reflect the name of all course sections included in that course.

    - [Update your Canvas course card](#) to cue students visually to all course sections.

    - Communicate to students their correct enrollment, using a course announcement, and/or visual designation on the course home page. For example, here is sample language you may want to share via course announcement:

      "Imagine two sections of the same course, and instead of having separate classrooms, both sections meet in one big lecture hall. Everyone still gets the same assignments, discussions, and materials, but you're all in one space instead of two."
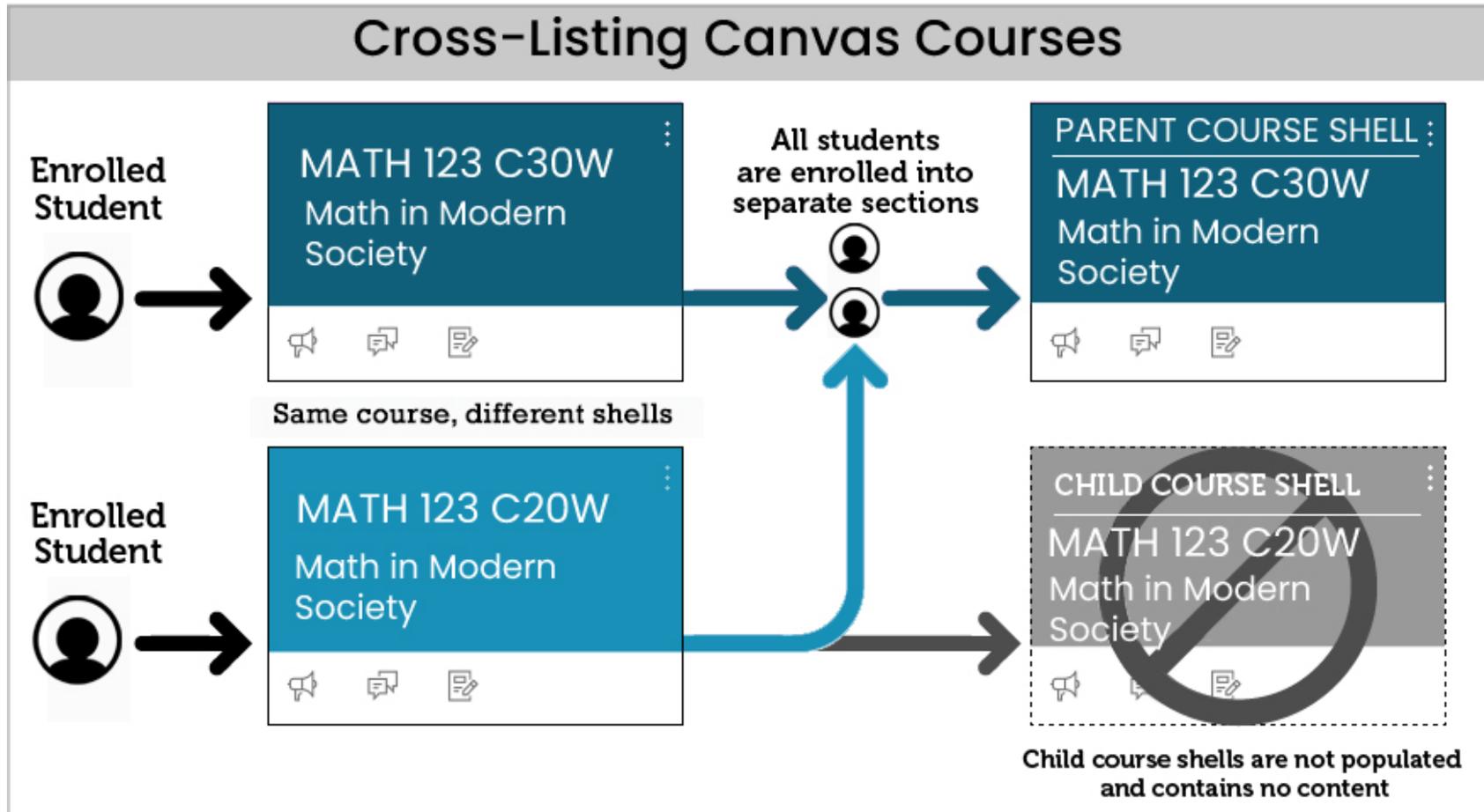   *"In Canvas, cross-listing works the same way. If your course has been cross-listed, it means multiple sections have been merged into one Canvas shell. This makes it easier for your instructor to manage the course, send announcements, and grade assignments without switching between different course pages. Your grades, assignments, and interactions will still be specific to your section where needed. It won't change your access to materials or affect your individual performance in any way."*

Steps to Cross-List

1. Begin only when both course sections remain unpublished and no student work has been submitted.

2. Locate the course you want to be the parent or primary course:
   a. Click Settings in Course Navigation.
   b. Scroll to the 4th field in Course Details; highlight and copy the course's **SIS ID**.

3. 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, pastethe Course SIS ID from the primary course 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, you <u>must</u> notify the CSI Bookstore when you have cross-listed your courses or students may not have access to e-textbook content.

Visual Guide to the Cross-Listing Process

Cross-Listing Canvas Courses

Enrolled Student → **MATH 123 C30W** Math in Modern Society

All students are enrolled into separate sections

PARENT COURSE SHELL — **MATH 123 C30W** Math in Modern Society

Same course, different shells

Enrolled Student → **MATH 123 C20W** Math in Modern Society

CHILD COURSE SHELL — MATH 123 C20W Math in Modern Society

Child course shells are not populated and contains no content

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