



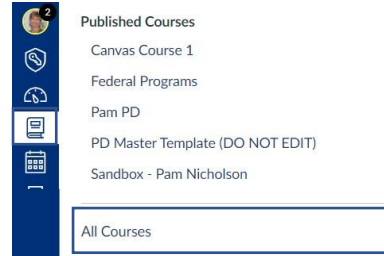
## Cross-Listing Courses

Two or more course sections can be combined into one main course in Canvas. This is known as cross-listing a course.

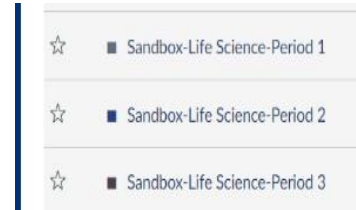
1. Go Canvas: <https://www.cpsb.org/canvas>.

2. Click on your department or school course.

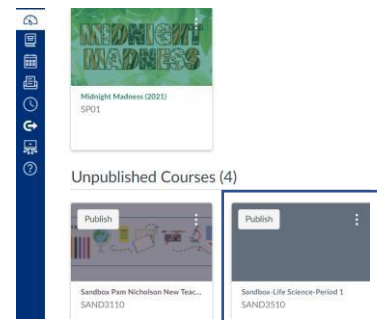
3. Click **Courses** and scroll to **All Courses**.



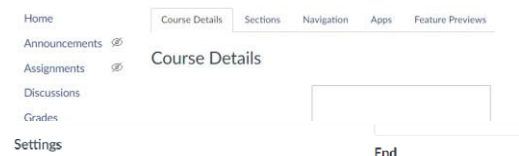
4. Click the star to “favorite” the courses that you will be cross-listing.



5. Click **Dashboard** from the Canvas Navigation menu and then click on the thumbnail image to enter the first course



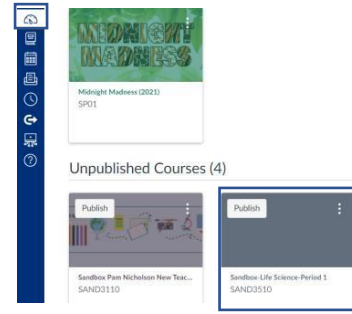
6. Click on **Settings** from the Course Navigation menu and then click on **Sections** at the top.



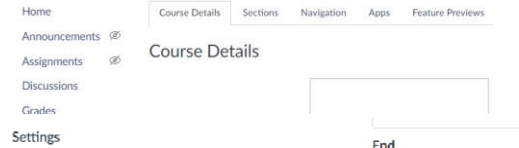
7. Highlight and copy the **course number** from the url. In the example on the right, the course number would be 37135.

<https://sccsd.instructure.com/courses/37135/settings>

8. Click on Dashboard from the Canvas Navigation menu and then click on the thumbnail image to enter the next course that is to be cross listed.



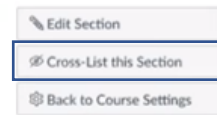
9. Click on **Settings** from the Course Navigation menu and then click on Sections at the top.



10. Under Course Sections, click the **course name**.



11. Click the **Cross-List this Section** button.



12. Paste the course id that was previously copied into the box or Enter the Course's ID. Click in a blank area on the screen to populate section information. Click on **Cross-List this section**.



13. Repeat the steps 9-12 to cross-list the other sections.

14. Once you have finished cross-listing all the sections, click on the main course and then click on Settings to see all the sections and the enrollment amounts for each.



**\*\*Note - At this time, all your students will see the course name listed as the name for the first course. (We are working with Canvas to be able to edit this. For now, just let your students know.)**