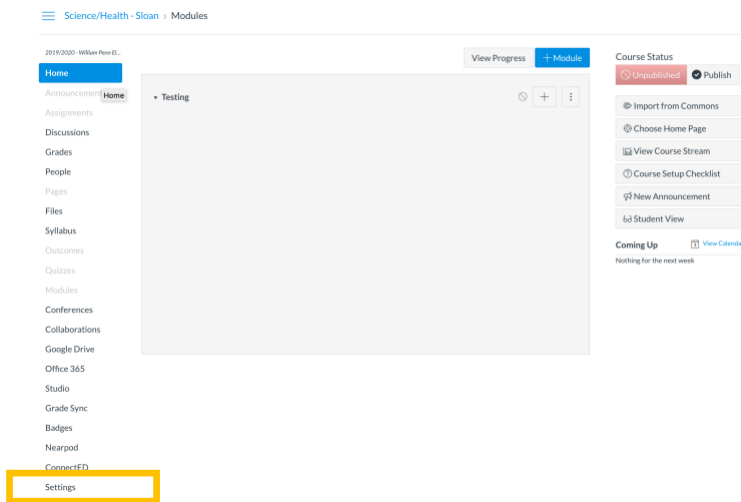


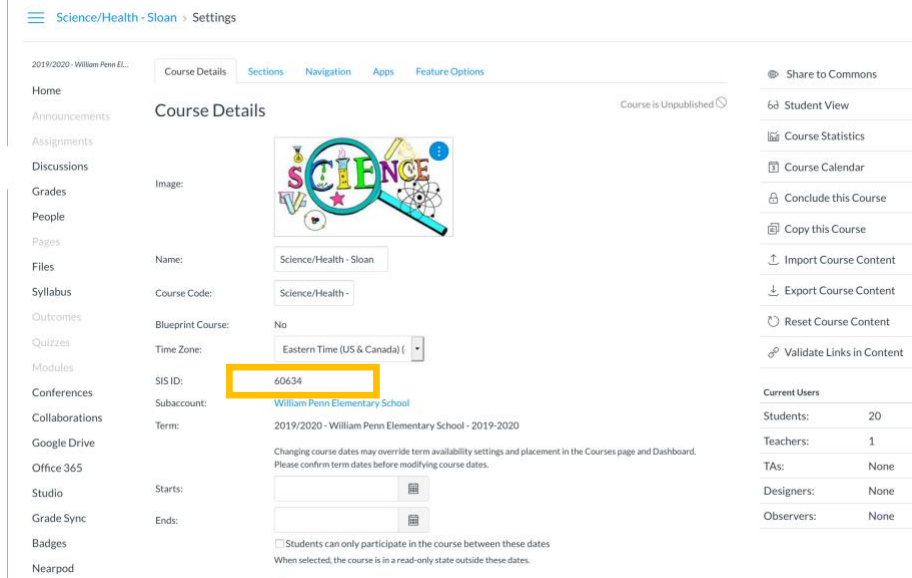
Cross-Listing with SIS ID Numbers

1. Open the “Parent Course” (Course you want to put these other courses into) and then click on **settings**



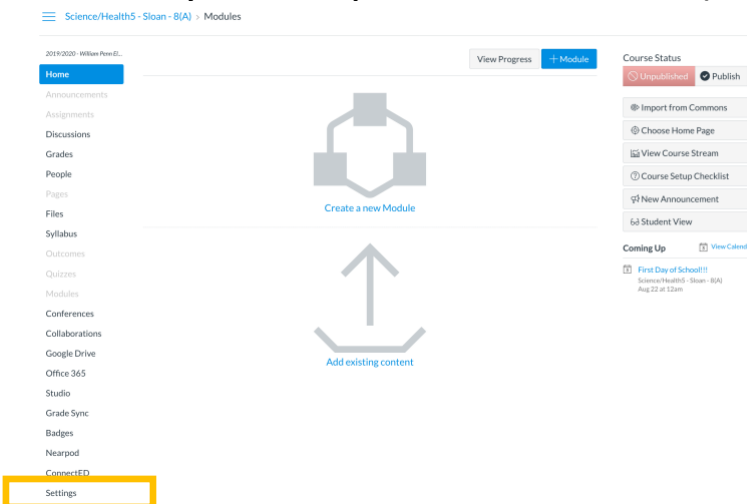
This screenshot shows the Canvas course interface for a course titled "Science/Health - Sloan". The left-hand navigation menu is visible, with the "Settings" option highlighted with a yellow box. The main content area shows the course status as "Unpublished" and a list of actions such as "Import from Commons", "Choose Home Page", and "View Course Stream".

2. Find the SIS ID # and write it down somewhere. In this example the SIS ID is 60634



This screenshot displays the "Course Details" page for the "Science/Health - Sloan" course. The "SIS ID" field is highlighted with a yellow box and contains the value "60634". Other fields include "Name", "Course Code", "Blueprint Course", "Time Zone", "Subaccount", and "Term". The right-hand side of the page shows various course management options like "Share to Commons", "Student View", and "Course Statistics".

3. Return to the Canvas Dashboard and open the first course you want to cross-list (The first course that you want to put into the Parent Course). Open the Settings in that course.



This screenshot shows the Canvas course interface for a course titled "Science/Health5 - Sloan - 8(A)". The left-hand navigation menu is visible, with the "Settings" option highlighted with a yellow box. The main content area shows the course status as "Unpublished" and a list of actions such as "Import from Commons", "Choose Home Page", and "View Course Stream".

Cross-Listing with SIS ID Numbers

4. Click the tab that says *Sections* and then click on the **blue** link (It should be the name of the course)

Science/Health5 - Sloan - 8(A) > Settings

2019/2020 - William Penn EL... Course Details **Sections** Navigation Apps Feature Options

Home

Announcements

Assignments **Science/Health5 - Sloan - 8(A)** (18 Users, SIS ID: 60723) ✕

Discussions

Grades

People

Pages

Files

Syllabus

Add a New Section:*

+ Section

5. When you click on the **blue** link, you will see an option on the right that states *Cross-List This Section*. Click on it.

Science/Health5 - Sloan - 8(A) > Science/Health5 - Sloan - 8(A)

2019/2020 - William Penn EL... Science/Health5 - Sloan - 8(A)

Home

Announcements

Assignments

Discussions

Grades

People

Pages

Files

Syllabus

18 Active Enrollments
SIS ID: 60723

Current Enrollments

[Alvarez, Lauren](#)
Lauren Alvarez
enrolled as a student
student-14068

[Cranmer, Ryleigh](#)
Ryleigh Cranmer
enrolled as a student
student-14841

[DaSimone, Kiera](#)

Edit Section

Cross-List this Section

Back to Course Settings

6. When you do this, the image below will appear. Type in the SIS ID of the Parent Course (The number you wrote down in step 2) in the space that I have highlighted below. Click *Cross-List this Section*.

Cross-List this Section ✕

Cross-List Section

Cross-listing allows you to create a section in one account and then move it to a course on a different account. To cross-list this course, you'll need to find the course you want to move it to, either using the search tool or by entering the course's ID.

Search for Course:

Or Enter the Course's ID:

Selected Course:

Cross-List This Section Cancel

Cross-Listing with SIS ID Numbers

7. Repeat Steps 3-6 for the other courses that you want to cross-list. Remember to only cross-list similar courses (Do not combine a Spelling with a Social Studies course).