

How do I cross-list (merge) a section in a course as an instructor?

Cross-listing allows you to move section enrollments from individual courses and combine them into one course. This feature is helpful for instructors who teach several sections of the same course and only want to manage course data in one location. Instructors can allow students to view users in other sections or [limit them to only view users in the same section](#). Section names do not change when they are cross-listed; the section is just moved to another course.

Cross-listing should be done while courses are unpublished. Coursework is retained with the course, not with the section enrollments, so if a published course is cross-listed, all cross-listed enrollments will lose any associated assignment submissions and grades.

First Steps

You must be enrolled in both courses to crosslist a section. You then must know the name or the course ID of the parent, or main, course into which you are cross-listing all the other sections. Using a course ID is better than the name to ensure you are cross-listing a section into the correct course. You can find the course ID by opening the course and viewing the number at the end of the browser URL (e.g., [account.instructure.com/courses/XXXXXX](#)).

Sections can only be in one course at a time. Once a section is cross-listed, you can re-cross-list the section into another course if necessary.

Note:

- If you cross-listed the courses in the wrong order and lost access to the course that had your content, we can de-cross-list the courses for you. Please send us an email with the information in the section on [Identifying Courses](#) so we can find your incorrectly cross-listed course.

<https://embed.app.guidde.com/playbooks/gBFS73PBWT4R9vToTREtVg>

Start in the Donor Course

Open Course

In Global Navigation, click the **Courses** link [1], then click the child course link [2].

Note: This course will be removed from your Dashboard and Course list when the enrollments are sent to the parent course identified in the previous section.

Open Course Settings

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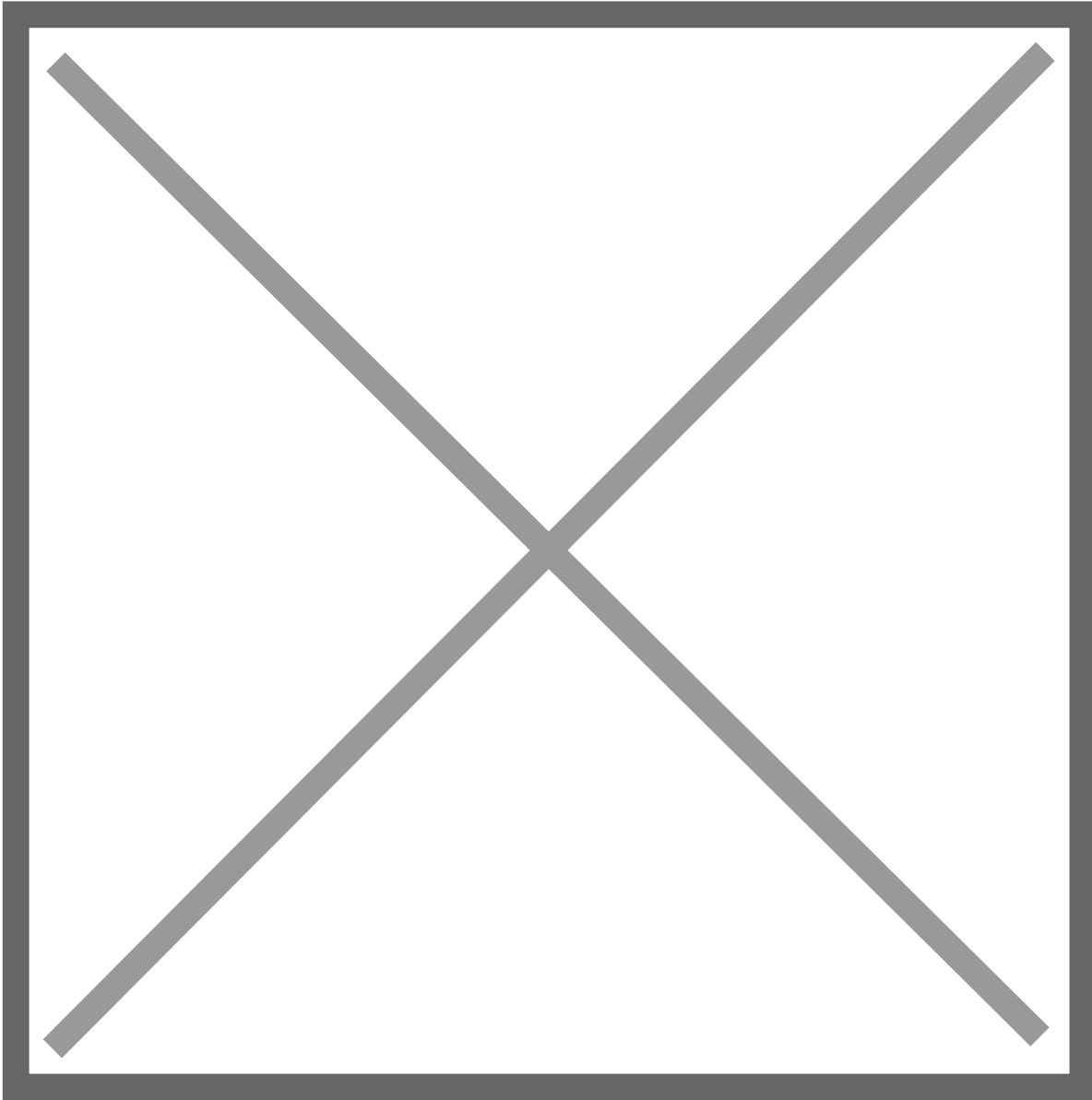
In Course Navigation, click the **Settings** link.

Open Sections

Open Sections

Click the **Sections** tab.

Open Section



Click the section name link of the section you want to cross-list [1].

Notes:

- You can view a cross-listed course's originating course [2].
- When course sections are cross-listed, the original section remains visible but is set to read-only in the original course [3].

Cross-List Section

Cross-List Section

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

Search for Course

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In the **Search for Course** field [1], enter the name of the course or SIS ID into which you are cross-listing (the parent course). You can also enter the ID number for the course in the Or Enter the Course's ID field [2].

Note: Enter the name or course ID of the parent, or main, course into which you are cross-listing all other sections or courses.

Cross-List this Section

Cross-List this Section

Confirm you have selected the correct course [1]. Click the **Cross-List This Section** button [2].

Confirm Cross-Listing

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The cross-listed section now appears in the new course. The breadcrumbs display the new course code.

Re-Cross-List Section

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Sections can only be in one course at a time. If you need to cross-list the section into a different course, click the **Re-Cross-List this Section** button.

[Content retrieved from <https://community.canvaslms.com/t5/Instructor-Guide/How-do-I-cross-list-a-section-in-a-course-as-an-instructor/ta-p/1261>]

Recorded Walkthrough

https://astate.mediaspace.kaltura.com/embed/secure/iframe/entryId/1_kme4tc1d/uiConfId/42346681/st/0

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