

Cross-Listing a Course or Section in Canvas

To cross-list different courses or sections in Canvas, first decide which one will be the *parent course*. This is the one into which all others — the *child courses* — will be integrated. In the example below, the parent course is PTGSE 4710-001 and the child course is PTGSE 6710-001.

- 1) Navigate to the Canvas page of the *child course*. At the bottom of the course menu on the left, select **Settings**:

PTGSE 6710-001 Spring 2021 > PTGSE 6710-001 Spring 2021

Spring 2021

PTGSE 6710-001 Spring 2021

- Home
- Announcements
- Assignments
- Discussions
- Grades
- People
- Pages
- Files
- Syllabus
- Outcomes
- Rubrics
- Zoom
- Settings

- 2) In Settings, select the **Sections** tab at the top:

PTGSE 6710-001 Spring 2021 > Settings

Spring 2021

Course Details Sections Navigation Apps Feature Options

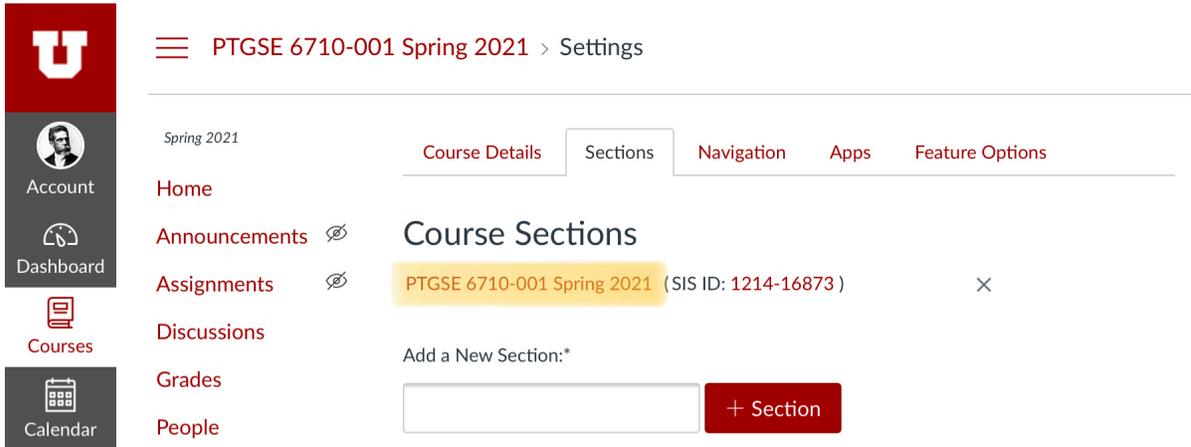
Course Details

Course is Unpublished

Image:

Name: PTGSE 6710-001 Spring 2021 Luso-Brazilian Cinema

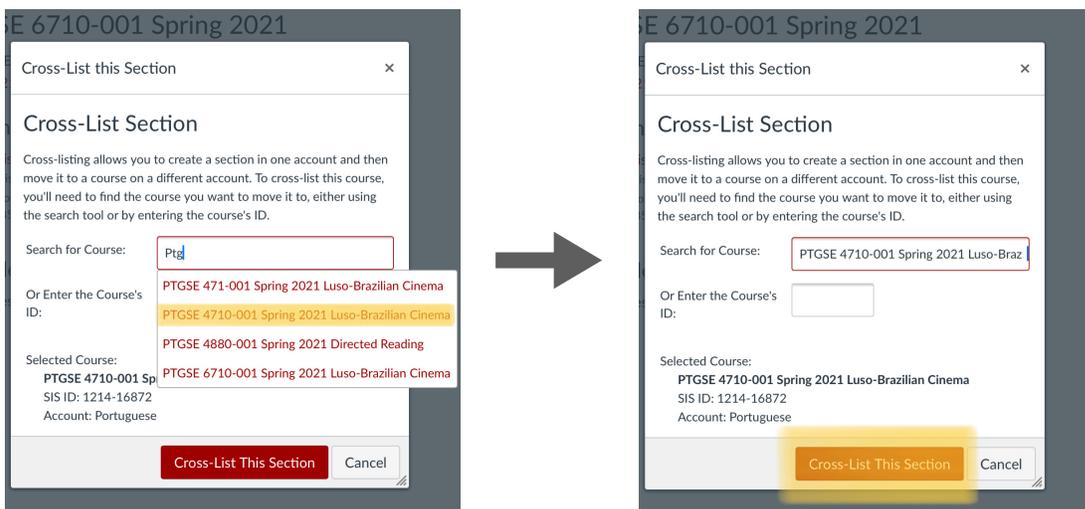
3) Only one section will be listed. Click on this section:



4) Select the **Cross-List this Section** button on the far right, which will open a dialog box:



5) Type in the first field to search for the section or course you want to use as the *parent course* and select it from the dropdown menu. Then select the red **Cross-List This Section** button at the bottom of the dialog box:



- 6) Now open the Canvas page of the *parent course* and navigate to **Settings** → **Sections** as you did in steps one and two. You should now see both parent and child listed here. Others will appear as you add them. All sections and courses displayed here use the Canvas page of the *parent course*.

The screenshot shows the Canvas LMS interface. At the top, the course name "PTGSE 4710-001 Spring 2021" is displayed in a yellow highlight, followed by "Settings". Below this, the "Spring 2021" term is shown. A navigation bar includes "Course Details", "Sections" (which is selected and highlighted), "Navigation", "Apps", and "Feature Options". On the left, a sidebar menu lists various course management options: Home, Announcements, Assignments, Discussions, Grades, People, Pages, and Files. Below these are navigation icons for Account, Dashboard, Courses, Calendar, and Inbox (with a red notification badge showing the number 3). The main content area is titled "Course Sections" and contains a table with two entries:

Section Name	SIS ID	Action
PTGSE 4710-001 Spring 2021	(SIS ID: 1214-16872)	×
PTGSE 6710-001 Spring 2021	(SIS ID: 1214-16873)	×

Below the table, there is a section titled "Add a New Section:*" with an input field and a red button labeled "+ Section".