

Cross-listing Sections in Canvas

If you already have content in your course...

It is important to make an Export of the Course Content prior to cross-listing the sections. This can be done by clicking on the Export Course Content option on the Course Settings page. It can be seen circled in Green in the below screen shot. You will need to Create the Course Export and then Download it to your computer.

1. First you will need the SIS ID for the course that contains your content. This can be found by going into the course>settings>course details.

The screenshot shows the Canvas LMS interface. The browser address bar displays <https://avila.instructure.com/courses/42900/settings>. The page title is "Lgl Asp Bus II 2013 Advantage Summer". The left sidebar contains a navigation menu with options like Home, Announcements, Modules, Assignments, Discussions, Grades, People, Syllabus, Collaborations, Quizzes, Outcomes, Files, Pages, Conferences, and Settings. The main content area is titled "Course Details" and includes fields for Name, Course Code, SIS ID, Department, Term, Starts, Ends, Language, File Storage, and Grading. The right-hand menu contains options such as Student View, Course Statistics, Course Calendar, Conclude this Course, Permanently Delete this Course, Copy this Course, Import Content into this Course, Export Course Content (circled in green), and Reset Course Content. Below this menu is a "Current Users" table.

Current Users	
Students:	15
Teachers:	1
TAs:	None
Designers:	None
Observers:	None

2. Now, go into one of your additional sections that does not have content and go to the Settings>Sections tab. Click on the title of the section you are needing content added to.

The screenshot shows the Canvas LMS interface. The top navigation bar includes 'Courses & Groups', 'Assignments', 'Grades', and 'Calendar'. The left sidebar lists course navigation options like 'Home', 'Announcements', 'Assignments', 'Discussions', 'Grades', 'People', 'Pages', 'Files', 'Syllabus', 'Outcomes', 'Quizzes', 'Modules', 'Conferences', 'Collaborations', and 'Settings'. The main content area is titled 'Course Sections' and shows a list of sections. The section 'Legal Aspects of Business II 2013 A3 (BU 345 01R)' is highlighted with a red circle. Below the list is a form to 'Add a New Section' with a text input field and an 'Add Section' button. The right sidebar contains a 'Student View' section with buttons for 'Course Statistics', 'Course Calendar', 'Conclude this Course', 'Permanently Delete this Course', 'Copy this Course', 'Import Content into this Course', 'Export Course Content', and 'Reset Course Content'. Below this is a 'Current Users' table showing 1 Teacher and 0 Students.

3. You should now see a button on the right that says, "Cross-List this Section". After clicking it a box will appear to let you search for the course you want to cross list. Simply add the Course SIS ID that you looked up earlier and hit enter.

The first screenshot shows the Canvas LMS interface with the 'Legal Aspects of Business II 2013 SU (BU 345 01A)' section selected. The right sidebar shows buttons for 'Edit Section', 'Cross-List this Section', and 'Back to Course Settings'. The second screenshot shows the 'Cross-List this Section' dialog box. It contains a title 'Cross-List Section' and a description: '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.' The dialog box has two input fields: 'Search for Course:' and 'Or Enter the Course's ID:'. Below these fields is a 'Selected Course:' section with a 'Cross-List This Section' button and a 'Cancel' button.

4. After making sure the correct course is listed under the “Selected Course” area, click the Cross-List This Section.

