How to Cross-List Courses in Canvas

1. Login to Canvas: <u>https://northsouth.instructure.com/login/google</u>

2. Click on the Dashboard

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	Dashboard			:	Nothing for now			
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					View Grades			
Account S Admin	:	:	:	1.1				
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	Growing with Canvas	ARC576 Building Automation and	Be the Hero - Canvas Admin Course					
Commons	Canvas 101	ARC576	Canvas 900					
Calendar Labox History Commons	Growing: With Canvas SHARE I Growing with Canvas Canvas 101	ARC576 Building Automation and ARC576	Canvas Admiri Quickstart					

3. Following three course will be cross-listed (published or unpublished)

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		GEO205.99 Intro to Geography GEO205.99	IPE207.1	ENV203.99 Intro to Geography ENV203.99		
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Help 🚽						

4. Cross-list GEO205.99 and ENV203.99 with IPE207.1 one by one. IPE207.1 has a lots of content in its modules, syllabus, assignments etc. The other two courses are empty.

5. Click on GEO205.99 on the dashboard

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Dashboard			Nothing for now
Published Courses (7)			Start a New
			View Grade
:	:	:	
GEO205.99 Intro to Geography GEO205.99	IPE207.1 Industrial Production En IPE207.1	ENV203.99 Intro to Geography ENV203.99	
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Growing with Canvas	ARC576 Building Automation and	Be the Hero - Canvas Admin Course	
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6. Click on Settings



7. Click on "Sections" and then click on the link just below the "Course Sections" to edit sections.



8. It will look like as follows and click on "Cross-list this section" link



9. Enter the course code. In this case, IPE207.1 and then select the course prompted. Hit the button "Cross-List This Section" button



10. The screen will look like as follows. This is the confirmation of the course becoming cross listed now.

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	IPE207.: → G	EO205.99 Intro to Geography		
Account	2022 Spring Home	GEO205.99 Intro to Geography	You can use it later if you	℅ Edit Section
S	Assignments	1 Pending Enrollment	are interested to delete the cross listing. But do	Ø De-Cross-List this Section
Admin	Two courses are no Announcements	sis ID:	not click on it now if want to continue.	Ø Re-Cross-List this Section
Dashboar	Discussions	Current Enrollments		෯ Back to Course Settings
d	Quizzes	4, Test Student		
Courses	Grades	Test Student 4 enrolled as a student		
<mark>ஆக</mark> Groups	Syllabus Rubrics	test.student4@northsouth.edu Sarker, Mahbubul		
Calendar	Modules	enrolled as a teacher mahbubul.sarker@northsouth.edu		
E	Collaborations Dropbox for Canvas	Completed Enrollments		
	People	No Results		
History	Google Drive			
e	Outcomes 🖉			
Commons	Chat			
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11. Now, "GEO205.99" is gone from the dashboard. That's all if you are cross-listing one course. To cross-list one more course, continue as follows: Click on ENV203.99 to make it Cross-listed with IPE207.1

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					Nothing for the next week
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d			SHARE HAPPLY I ELEVATE.	GEO205.99 is gone fron the	Dashboard
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Groups		¢۲	₽2	IPE207.1	
Calendar				1	
E		Canvas Admin			
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e l	ARC576 Building Automation and	Be the Hero - Canvas Admin Course	Canvas Implementation		
Commons	AKC576	Canvas 900	2021 Implementation		
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12. Click on "Settings"

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		203.99 > A	ssignments				6∂ Student View ⊣←
	Discussions	· •	Search for Assignment		+ Group + A	ssignment	Course Status
Account	Grades		Search to Assignment		- Gloup	ssignment :	S Unpublish
S Admin	Pages	ø	ii • Assignments			+ :	P Import Existing Content
(i) Dashboar	Files	ø		No assignments in th	s group		S Import from Commons
d	Outcomes	ø		_			© Choose Home Page
Courses	Rubrics	- 1					ារ៍ View Course Stream
<u>As</u>	Quizzes	ø					⊈\$ New Announcement
Groups	Modules	ø					ි New Analytics
Calendar	Collaborati	ton					${\textstyle \bigcirc}$ View Course Notifications
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()	Dropbox fo	r Canvas					3 View Calendar Nothing for now
History	Google Eriv	/e					
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? Help	Settings						

13. Click on "Sections" on the top middle and then in the link below "Course Sections"

14. The page will look like as follows. Click on the "Cross-list this course" at the right.

← → C	northsout	th.instru	ucture.com/courses/13346/sections/15329		
Î	ENV203.99 > ENV203.99 Intro to Geography				
Account	2022 Spring Home		ENV203.99 Intro to Geography	Cross-List this Section	
Admin	Assignments	ø	sis iD: Current Enrollments	logi Back to Course Settings	
Dashboar d	Discussions		Sarker, Mahbubul Mahbubul Sarker emolled as a teacher		
Courses	People Pages	ø	mahbubul.sarker@northsouth.edu		
Groups Calendar	Syllabus	ø	No Results		
E Inbox	Rubrics	ø			
History	Modules	ø			
Commons	Collaborations New Analytics	1			

15. Enter course Code IPE207.1 and select the course being cross listed and then hit the Button bearing "Cross-list this Course".

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	ENV203				
Account			ENV203.99 Intro	to Geography	Section
6			1 Active Enrollment SIS ID:	Cross-List this Section ×	Ø Cross-List this Section
Admin			Current Enrollmonte	Cross-List Section	Back to Course Settings
Co Dashboar			Sarker, Mahbubul	Cross-List Section	
d				move it to a course on a different account. To cross-list this course,	
Courses			Enter course Code	you'll need to find the course you want to move it to, either using the search tool or by entering the searcest ID.	
28			with. Eneter IPE207.1	Search for Course IPE207.1 Industrial Production Engineeri	
Groups			Completed Enrollmer		
			No Results	Or Enter the Course's ID:	
Lalendar					
				IPE207.1 Industrial Production Byzingering	
				SIS ID: IPE207.1 Account: ECE - Department of Electrical & Computer	
History				Engineering	
G				Cross-List This Section Cancel	
Help 🚽	New Analytics				

16. The next page will look like this. This confirms the cross-listing.



17. Check the dashboard again. There should be only one Course (IPE207.1) left. The other two courses (GEO205.99 and ENV203.99) are gone/hidden from the dashboard.



- 18. The students from all three courses are now consolidated logically. Faculty does not need to copy or import content to all three courses. Anything done in one course in this case IPE207.1, it will get reflected in the rest of the two courses (GEO205.99 and EVN203.99). Absolutely no duplication is needed anywhere.
- 19. That all.