Cross list (Combine) Sections in Canvas

In Canvas, instructors now are the ones who can decide whether to cross list (combine) their sections and who actually create the cross list (combined) sections.

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NOTE: If you plan to cross list a CSU Online section (section numbers that end in 7xx or 8xx) with another Canvas section, to insure that you will have access to CSU Online specific tools, make sure the CSU Online section (section numbers that end in 7xx or 8xx) is the Parent Section.

Why Cross List Sections in Canvas:
- Maintain content for multiple sections in one Parent section.
- Easily see students by section in the Canvas grade book.
- Create separate Assignment due dates and times by section.
- Assign a TA to just one section to help with grading.

Prerequisites:

1. You must be an instructor in each section that you would like to cross list (combine) in Canvas.

2. Cross List BEFORE Classes Start. Once the semester begins, if students have activity in a section (grades, discussions, assignments, quizzes) and you move a section under a parent section, you will NOT be able to see the students’ previous activity which took place in the cross listed child section.

3. If one of the sections is a CSU Online section, (section numbers 7xx or 8xx), to insure access to CSU Online tools, make sure the CSU Online section (section numbers 7xx or 8xx), is the Parent Section.
4. Do not place content in the Child sections; it will not be visible after you cross list the child with the parent section.

5. Do not move students between sections – we need to keep their enrollment in sync with the ARIES Student Information System.

6. The cross listed section name will be that of the Parent section.

I. Determine Which Section Will Be the Parent Section

*Example:* Instructor will be teaching History 100, sections 001 and 003.
Instructor will designate section 001 as the Parent section.

II. Cross list Child Sections Under Parent Section

a) Go to the child section that you wish to cross list with the parent section.

In this example, I will go into section 2018FA-LA-HIST-100-003 in Canvas and cross list it with the parent section, 2018FA-LA-HIST-100-001.

b) On the bottom left of the Navigation menu click Settings.

c) At the top click on the Sections tab.

d) Click on the section listed under Course Sections.

In our example, I click on 2018FA-HIST-100-003, which will be our child section.

*Click on the section name.*
e) On the top right click Cross List this Section.

f) In the Search for Course box begin to type the Parent section name information.

In our example, the Parent section is 2018FA-History-100-001

I can type:
History-100

or

2018FA-History-100

As you type, the list displays the sections in Canvas in which you are an instructor that meet that criteria.

You may see different version of the course section from different semesters. Make sure to select the correct section as the Parent.

g) Click on the Parent Section to select it.

Confirm the Cross List information.

In our example, we are in the child section 003 and we verify that it will be cross listed with the Parent section, 001.

h) Click Cross List This Section.
In the top left corner, you will see the name of the Parent section, which contains both the Child and Parent sections.

In our example, sections 001 and 003 are cross listed (combined) under the parent section 001.

*Note the course name for Cross Listed sections is the Parent name.*

*We recommend that you create a Home Page that show students which sections are combined in the parent section*

Welcome to the History of Everything!
This course contains sections 001 and 003.

**A. Verify Which Sections Are Combined in a Parent Section**

In a parent course section, you can verify which sections have been cross listed (combined).

In the **parent section**, on the bottom left navigation menu, *click Settings*.

*Click the Sections tab* you will see which sections are cross listed under the parent section.

**B. Something Go Wrong? Contact Us**

If you accidently cross list a child section with the wrong parent or you cross list a child section that has content you need, stop and contact us. We’re glad to help.

canvashelp@colostate.edu
III. View Grade Book by Section

On the left Navigation menu click Grades.

In the top left of the Parent section grade book, the instructor can now see students based on their section enrollment.

IV. Create Differentiated Due Dates for Assignments by Section

With a differentiated assignment, under Assign to, you can have the same due date for all sections in the course or you can assign the same assignment to different sections and have different due dates and/or Available From/Until dates.

V. CSU Canvas Help Resources

CSU Canvas Help Web Site: https://canvas.colostate.edu/

College Canvas Coordinators https://canvas.colostate.edu/canvas-coordinators/

Central CSU Canvas Support: canvashelp@colostate.edu