

Crosslisting Sections

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In this video we will demonstrate how to crosslist courses with different course codes into one Canvas shell.

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First select the Combine Sections icon listed next to the section you would like to crosslist, and then select the plus icon at the far right of any section to open a new row.

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On this new row, select the magnifying glass symbol next to the Course Code field to bring up a search window.

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Under the Course field, type the course code information and then click Look Up.

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After clicking Look up, a list of courses will be populated.

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Choose the course that you want to cross list by clicking on its name.

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Next, select the magnifying glass next to the Class section field and either enter the class number or section number that you would like to cross list and select Look Up to bring up the associated section.

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Click on the section to select it.

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Make sure that the check boxes next to all courses and sections you wish to include are selected and click Combine.

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You will then continue the course request process as normal by renaming the course if needed, checking the Create Canvas Shell box and choosing Do not add as Facilitator if desired.

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Then click on Request Shell.

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Your newly combined cross listed core show will appear in Canvas within 20 minutes.