



Cross list (Combine) Sections in Canvas Spring 2015

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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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. Do not place content in the Child sections; it will not be visible after you cross list the child with the parent section.
4. Do not move students between sections – we need to keep their enrollment in sync with the ARIES Student Information System.
5. The cross listed section name will be that of the Parent section.

I. Determine Which Section Will Be the Parent Section

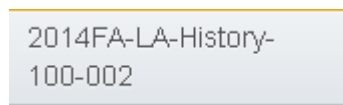
Example: Instructor will be teaching History 100, sections 001 and 002.

Instructor will designate section 001 as the Parent section.

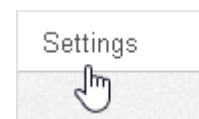
II. Cross list Child Sections Under Parent Section

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

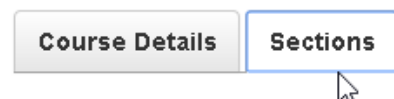
In this example, I will go into section **2014FA-LA-HIST-100-002** in Canvas and cross list it with the parent section, 2014FA-LA-HIST-100-001.



- 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**.

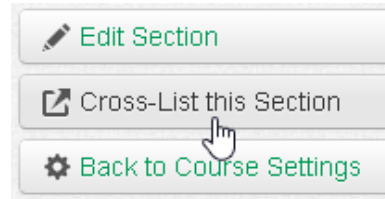
In our example, I click on 2014FA-LA-HIST-100-002, which will be our child section.

Course Sections

2014FA-LA-History-100-002 (2 Users)

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 2014FA-LA-History-100-001

I can type:
History-100

or

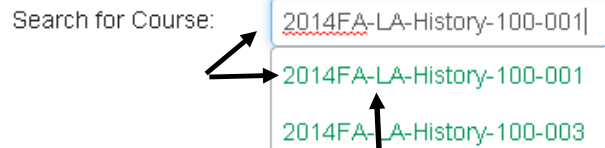
2014FA-LA-History-100

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.**

Cross-List Section

Cross-listing allows you to create a section in one account then move it to a course on a different account. To cross course, you'll need to find the course you want to move it using the search tool or by entering the course's ID.



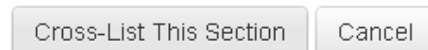
Click on the parent course section to select it.

g) *Click on the **Parent Section** to select it.*

Confirm the Cross List information.

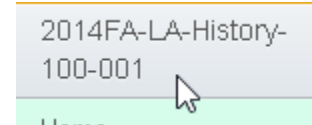
In our example, we are in the child section 002 and we verify that it will be cross listed with the Parent section, 001.

Selected Course:
2014FA-LA-History-100-001
Account: Colorado State University - Sandbox



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 002 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

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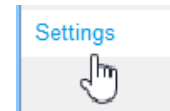
Welcome to The History of Everything.

This Canvas course contains sections 001 and 002.

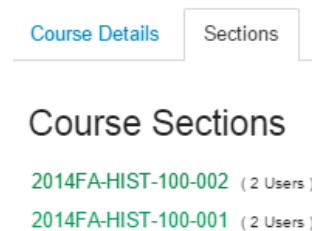
Verify Which Sections Are Combined in a Parent Section

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.



Something Go Wrong? Contact Us

If you accidentally 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.

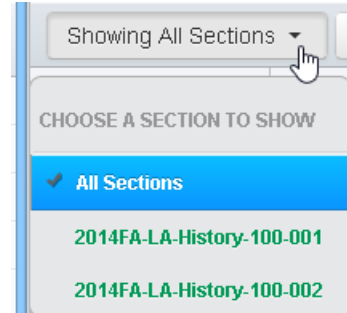
canvashelp@colostate.edu

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.



Create Different Due Dates for Assignments by Section

Now under an Assignment in Canvas you can set Due Dates, Available From and Until for

For	Due Date	Available From	Until
2014FA-LA-History-100-00	<input type="text"/>	<input type="text"/>	<input type="text"/>
Everyone			
2014FA-LA-History-100-001			
2014FA-LA-History-100-002			

III. CSU Canvas Help Resources

CSU Canvas Help Web Site: <http://info.canvas.colostate.edu>

Canvas Online Help Guides <http://guides.instructure.com/>

Canvas Video Guides <http://guides.instructure.com/m/4210>

College Canvas Coordinators: <http://help.ramct.colostate.edu/instructor-support.aspx>

Central CSU Canvas Support: canvashelp@colostate.edu