How to Cross-list sections

To cross-list courses (combine students in a section A&B), begin by entering into the course that you want to move to another course. For example, if you have a section A & B and you want all students to be in your section A course site, open up the section B course shell and follow the directions below.

Open Settings in your left navigation menu

Open Sections Tab

Open Section by clicking on the title of the course you want to crosslist
Click on Cross-List Section (in the navigation box on the right side of the page)

Search for Course to Cross-List Section To

Type the course name in the Search for Course field [1] or enter the course ID number in the Enter the Course's ID field [1 or 2]. The course will appear under the selected course heading [3].

Click on the Cross-List This Section button to cross-list the section [4].

A confirmation will appear at the top of your browser

Confirm Cross-Listing

You can also verify a section has been cross-listed by looking at the breadcrumbs navigation or you can enter into the main course site and go to settings/users to verify all students from all sections are listed in the course.
Re-Cross-List a Section (if you have three sections for example)

Click on the **Re-Cross-List this Section** button. This will re-cross-list the section with a different course.

DE-Cross

You can de-cross-list a section, it will move back to the original course.