How do I create a cross-listed, or combined course, in Canvas?

Tell Me

You can create a cross-listed or combined course if you are the instructor in all sections. If you are NOT the instructor in all sections, please contact the IT Service Desk at 75500 or open a ticket.

1. Open the Canvas Cross-List Form
2. The information page is displayed. Click Start.

Canvas Cross-List Form

Use this form to cross-list Canvas courses that are not already cross-listed in Banner.

When you cross-list courses using this form, a new combined course is created in Canvas. You can use the combined course in addition to, or in place of, the individual Canvas courses.

Instructor and student enrollments are automatically synchronized with Banner, but manual enrollments are not automatically synchronized between combined courses and their corresponding individual courses. If you want someone to access a combined course as well as an individual course, you must add them to both courses.

3. All the courses you are teaching this semester are displayed

4. Choose the courses you want combined by selecting the appropriate check boxes

5. In the Cross-listed course name text box, type the new name for the course. You can leave this text box blank and Canvas will create the default name of yearxx-Term-Subject code-number-section:Subject code-number-section_Combined; where year is the current year, xx is the term specifier. The Term is written out as Fall yearxx, Spring yearxx, First Summer yearxx, Second Summer yearxx. In this example, we are keeping the default name.
6. Click **Next**

An overview of the courses to be combined is displayed. Click **Submit**

8. The combined course is created and the course name is displayed

**Related FAQs**

- What should I know about Canvas' New Gradebook?
- What are the differences in functionality between the current and new Canvas Gradebook?
- What Canvas Guides are available for the new Gradebook?
• What external tools are available for Canvas?
• How often are course enrollments updated in Canvas from Banner?