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, have your co-worker add you to their course. Log into Canvas and accept the course invitation. Once you are added, you can create the combined course.

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

![Canvas Cross-List Form](image)

- 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

![Canvas Cross-List Form](image)

- Instructor: Caryl Gordon (cgordon2)
- Term: Fall 2016
- Select courses to cross-list:
  - [x] 201680-Fall 2016 AMST-3020-004-Seminar in American Studies
  - [x] 201680 AMST-3020 Ghosts In Film and Culture 001
  - [x] 201680 AMST-3020 Ghosts In Film and Culture 002
- Custom course name (optional):
  - 201680-Fall 2016 Combined

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**

A form is displayed:

- **Instructor:** Caryl Gordon (cgordon2)
- **Term:** Fall 2016
- **Courses to cross-list:**
  - 201680-Fall 2016-AMST-3020-004-Seminar in American Studies
  - 201680 AMST-3020.BBB Ghosts In Film and Culture 001
  - 201680 AMST-3020.AAA Ghosts In Film and Culture 002

- **Custom course name (optional):**

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

The form is updated to show:

- **Instructor:** Caryl Gordon (cgordon2)
- **Term:** Fall 2016
- **Courses to cross-list:**
  - 201680 AMST-3020.BBB Ghosts In Film and Culture 001
  - 201680 AMST-3020.AAA Ghosts In Film and Culture 002

- **Course name:** 201680-Fall 2016-AMST-3020-BBB:AMST-3020-AAA,Combined

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

- **Note:** Instructor enrollments are now synchronized with Banner. Student enrollments will be synchronized within two hours.

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**Related FAQs**

- How do I create a cross-listed, or combined course, in Canvas?
- How do I add participants to a past Canvas course?
- How do faculty, staff, and students sign into Adobe Spark?
• How can students turn in an Adobe Spark project/assignment from Adobe Spark?
• How can students submit their Adobe Spark project/assignment from an Adobe Spark template?