

CROSS-LISTING SECTIONS (A.K.A. "MERGING COURSES")

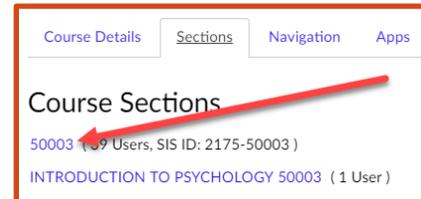
Cross-listing allows you to move enrollments from different courses and combine them into one course. This feature is helpful for instructors who teach several sections of the same course and only want to manage course data in one location.

Cross-listing should be done while courses are **unpublished**. Coursework is retained with the course, not with the enrollments, so do NOT cross-list after students have done work within a course. This could cause the student work to be lost. Cross-listing prior to publishing the course will guarantee this does not happen.

CROSS-LISTING

Before actually cross-listing, first be sure you know which course you want to have the students end up in. For example, if your courses are for numbers 50001 and 50003, decide to move the students all into the 50001 course. You'll need the actual class number to type in later in this process.

1. Go into the course you don't plan to use (e.g. 50003).
2. Go to the Settings link at the bottom of the course navigation menu.
3. On the Settings screen, navigate to the Sections tab.
4. Select the five-digit numbered Section (e.g. 50003).
5. Select the "Cross-List this Section" button.
6. Type in the class number where you want the students to end up (e.g. 50001), then pick the course from the list that will pop up.
7. Finally choose the "Cross-List This Section" button.



DE-CROSS-LISTING

Should you realize you accidentally cross-listed the section into the wrong course, you can "de-cross-list" the section back to its original course. For that, just go into the section, and instead of a "Cross-List this Section" button you'll have a "De-Cross-List this Section" button instead. But, just like you should not cross-list after a course is published, you also should avoid de-cross-listing after a course is published. You can, but it runs a real risk of losing student work, so do this with caution!

HIDING THE "OTHER" COURSE

There is one last loose end to tie up. Back on the Dashboard, you likely have both those courses still listed. To get rid of the course you aren't going to use:

1. Select Courses on the global navigation menu.
2. Go to the All Courses link at the bottom of that menu.
3. Locate the course you don't want (e.g. the 50003 course) on the list of courses.
4. Toggle the star icon for that course.

Since only the courses with the stars selected are listed on the Dashboard, that course will no longer be listed on the Dashboard screen.