

# Cross-Listing (Merging) Course Sections

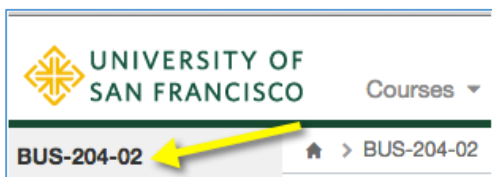
The **Cross-List this Section** feature in Canvas lets instructors combine multiple course section student enrollments into one Master course. Despite being a single course, Instructor will still be able to distinguish course sections through:

- Assignment due dates for each section
- Creating separate Assignments for each section
- Filtering by the Gradebook by section
- Emailing each section separately

*Note: At this time, general discussions can not be distinguished by section, that is, upon creation, all students for all sections will be put in a single discussion topic. However, graded discussions can be assigned to separate sections.*

## How to Combine Canvas Course Sections

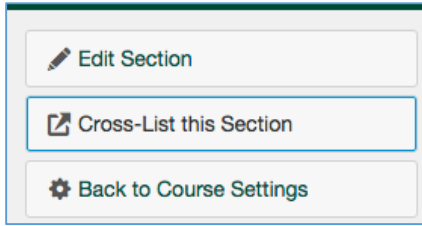
1. Login to Canvas and go to the Canvas course section you wish to be the **Master** course, that is, the course where you will place your content for all sections to see and access. Note the Course code of this section as you will need to reference this later. You can find this in the upper left of the course.



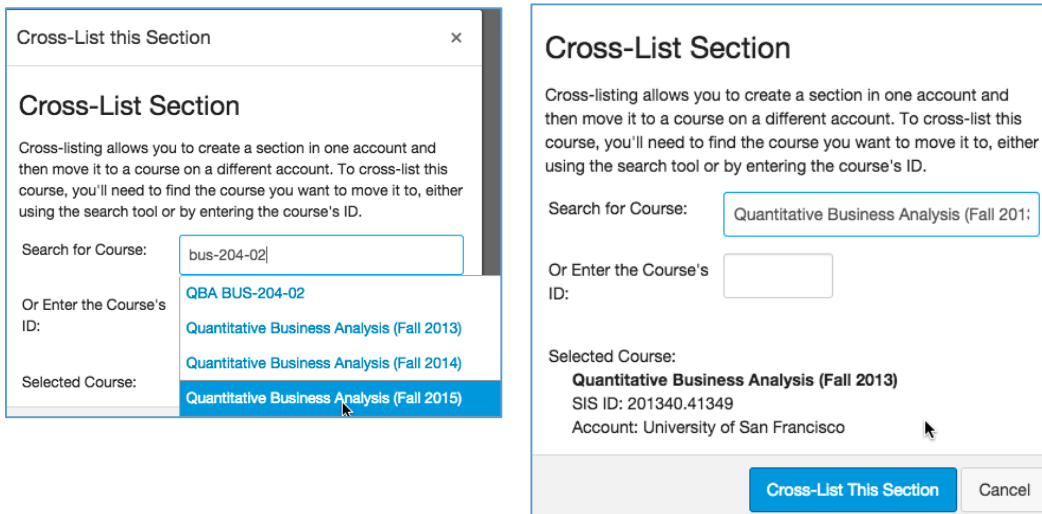
2. Next go to the section that will be a **child** course, that is, the section that contains the enrollments of the students you which to combine with the enrollments in the **Master** course.
3. Select **Settings** in the lower left corner to access the **Course Settings** menu. Next, click the **Sections** tab. Here you will see your section name listed.



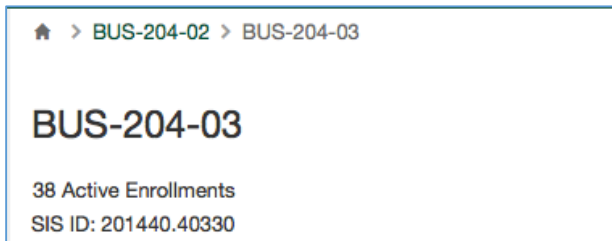
- Select the section name. On this screen you will see all the students enrolled in the course. In the right menu, select **Cross-List this section** button.



- Type the **course code** of the Course you to which you want to combine the section into (the **Master** course from above). This will instruct Canvas to search for the complete course name so it can be properly identified. Once you see your **Master** course, select it from the list and select **Cross-List This Section**.



- You will be taken directly to the **Master** course where you're the section of your original child course will be listed under the **Master** course.



All Students will be listed and distinguished by their original section in the **Gradebook** as well as the **People** menu. You can repeat this process for each Child course you which to combine with the **Master** course

## Further Tips and Best Practices

- You can rename your Master course to Combined or remove any section title info to avoid confusion  
<https://community.canvaslms.com/docs/DOC-2907>
- You can also assign Assignments to individual sections with different due dates, etc.  
<https://community.canvaslms.com/docs/DOC-2642>