

How do I cross-list a section in a course as an instructor?

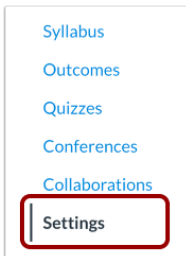
Cross-listing allows you to move section enrollments from individual courses and combine them into one course.

To cross-list a course, you must know the name of the course or the course ID into which you are cross-listing. However, using a course ID is a better way to confirm you are cross-listing a section into the correct course. You can find the course ID by opening the course and viewing the number at the end of the browser URL (e.g. account.instructure.com/courses/XXXXXX).

For more information on cross-listing, [view the cross-listing video](#).

Open Course Settings

In Course Navigation, click the **Settings** link.



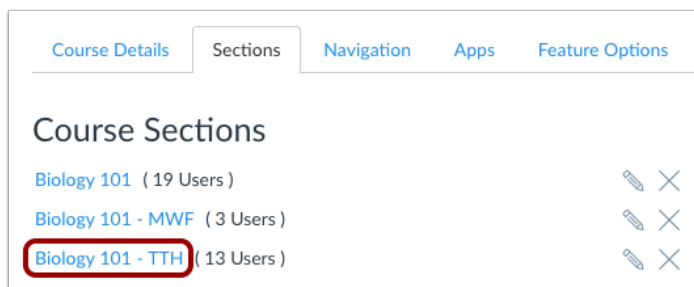
Open Sections



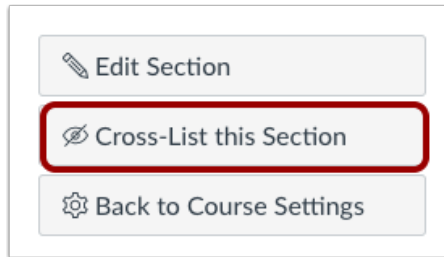
Click the **Sections** tab.

Open Section

Click the title of the section you want to cross-list.

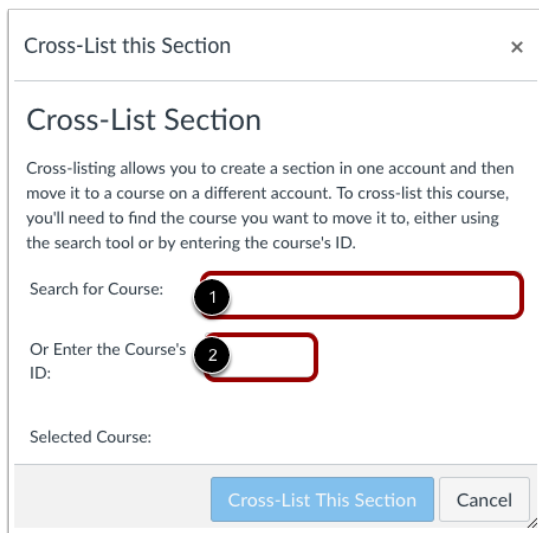


Cross-List Section

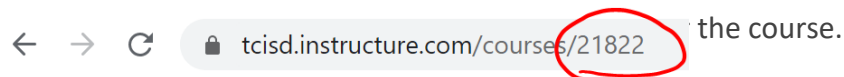


Click the **Cross-List this Section** button.

Search for Course

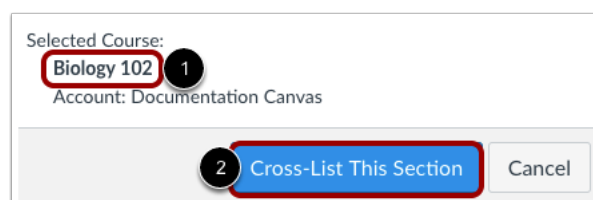


In the Search for Course field [1], enter the name of the course into which you are cross-listing.



Cross-List this Section

Confirm you have selected the correct course [1]. Click the **Cross-List This Section** button [2].



Confirm Cross-Listing

The cross-listed section now appears in the new course. The breadcrumbs show the new course code.

The screenshot displays a course management interface. At the top, a breadcrumb trail shows 'BIO 102 > Biology 101 - TTH', with a red arrow pointing to 'BIO 102'. To the right of the breadcrumbs is a green notification box with a checkmark and the text 'Section successfully cross-listed!'. Below the breadcrumbs, a sidebar on the left contains navigation links: 'Home', 'Modules', 'Assignments', 'Announcements', and 'Discussions'. The main content area is titled 'Biology 101 - TTH' and shows '1 Pending Enrollment', '11 Active Enrollments', and 'SIS ID:'. Below this, there is a 'Current Enrollments' section. On the right side, there are four buttons: 'Edit Section', 'De-Cross-List this Section', 'Re-Cross-List this Section', and 'Back to Course Settings'.