

# Crosslisted and Combined Courses

Instructors often have multiple sections showing in Canvas: ABC\_499\_400\_F2017, ABC\_499\_X400\_F2017, or ABC\_599\_C400\_F2016, for example. Not sure which section to edit and publish? This guide will help you understand which section to use, and why.

## Crosslisted Courses (X400)

Crosslisted sections exist when students have two or more different options to register for a course taught in the same “space”. For example, if a course is taught with two different subject designators (WGSS 542 400 and GRAD 542 400), but all students, regardless of whether they registered for WGSS or GRAD, interact in the same online section (GRAD 542 X400). This can also happen with courses that are both upper division undergraduate and graduate (CROP 460 400 and CROP 560 400), but students will be taught in the same Canvas section (CROP 560 X400).

### Crosslist Information

WGSS\_542\_400\_S2016 >>> crosslisted >>> GRAD\_542\_X400\_S2016  
 GRAD\_542\_400\_S2016

### Crosslist Information

CROP\_460\_400\_F2016 >>> crosslisted >>> CROP\_460\_X400\_F2016  
 CROP\_560\_400\_F2016

## Which section to publish?

All students will be enrolled in the X400 section, so if you want students from the different sections to interact and you’d like only one course site to manage and one gradebook, publish the X400 section. All of your Ecampus students for that course will have access to two Canvas sites; the one the specific section the registered for, and the crosslisted section (X400). We recommend publishing only the cross-listed site and not the individual section sites to reduce student confusion.

## How do I get crosslisting?

Your department scheduler can request a course be crosslisted through Ecampus Scheduling or the Office of the Registrar.

## Where can I confirm my course is crosslisted?

Click on the “CrossListed?” tab on the left course menu. If you do not see it, skip to the “CrossListed?’ Tool” section below.

- Home
- Announcements
- Modules
- Discussions
- People
- Grades
- Student Services
- NetTutor
- Manage Assistants
- CrossListed?**

## Combined Courses (C400)

Combined course sites are created automatically in Banner when an instructor or group of instructors is teaching multiple sections of a class with the same course number. Often, departments will open multiple sections of a course, so students may enroll in KIN 475 400 or KIN 475 401, for example, but the instructor has the option to teach in one section, KIN 475 C400.

In order for the combined site to be created, all sections for that given course must have the following attributes:

- Same instructor(s)
- Same subject (e.g. HDFS, CHE, or ENG)
- Same course numbers (e.g., 221, 449, 599)
- Different sections

### Combined Information

KIN\_475\_401\_F2016 >>> combined >>> KIN\_475\_C400\_F2016  
 KIN\_475\_400\_F2016

All of your Ecampus students for that course will have access to two Canvas sites; the specific section they registered for and the combined section (C400). We recommend publishing only the combined site and not the individual section sites to reduce student confusion.

## Combined on-campus and online course (C001)

Should you be teaching both the on-campus and online section of the course, you might find a C001 (or C002 etc.) section. This means Banner has automatically creating a combined section that includes your online and on-campus course. There are a few reasons why instructors are strongly discouraged from using the C001 site when it contains both on-campus and Ecampus sections.

- 1) Ecampus students (section 400) and on-campus students (001) pay different fees for access to different support services, e.g. NetTutor vs on-campus tutoring
- 2) The course calendar is typically different for Ecampus student, who submit materials throughout the week, whereas on-campus students' due dates are determined by scheduled meeting times
- 3) Synchronous vs asynchronous courses are necessarily designed substantially different, while still meeting the same learning outcomes, for example:
  - a. Assignments that are adapted to take advantage of the unique opportunities available in the online environment
  - b. Grading scheme may be different; Ecampus students often have graded discussions, whereas on-campus students may simply have participation points, if any grade assigned for discussion
- 4) Ecampus students may miss additional instructions or points of clarification that are often given to students in the face-to-face classroom

If you have any questions, please contact [Shannon Riggs](#), director of Course Development and Training at Ecampus. If you would like to remove an on-campus or Ecampus section from a combined section, please contact [Ecampus Scheduling](#).

## Which section to publish?

All students will be enrolled in the C400 section, so if you want students to interact with all students in one section, use the C400 section. If you'd like to keep discussions and gradebooks small, use each individual section. We recommend publishing only the site(s) you intend to use to prevent student confusion.

## Where can I see which sections are combined?

Click on the “CrossListed?” tab on the left course menu. If you do not see it, skip to the “CrossListed?” Tool” section below.

## “CrossListed?” Tool

The “CrossListed?” tool was created to help you determine if your course was crosslisted or combined, and with which sections. If you do not see “CrossListed?” in the course menu, you will need to enable it. To do so, follow these steps:

- 1) Click on **Settings** in the course menu, found in the left sidebar.
- 2) On the next screen, you will see four tabs across the top of the page. Click **Navigation**.
- 3) On the **Navigation** page you will see two groups of items - one at the top of the page, and another at the bottom of the page.
  - a. The top group is a collection of items that are available to you and your students in the course.
  - b. The bottom group is a collection of items that are not available to you or your students in the course.
- 4) In the bottom group, locate the item titled “**CrossListed?**”.
- 5) Click the gear icon and select **Enable**.
- 6) Click the blue **Save** button to save your changes.
- 7) Click the **Home** tab in the course menu, found in the left sidebar.
- 8) You will now see “**CrossListed?**” in the left sidebar.



## Resources

- On-Campus crosslisted and combined course guide – <http://canvas-transition.oregonstate.edu/sites/canvas-transition.oregonstate.edu/files/handouts/cross-listed-combined.pdf>
- Ecampus Canvas Resources — <http://ecampus.oregonstate.edu/faculty/canvas/>
- Ecampus Workshops and Webinars – <http://ecampus.oregonstate.edu/faculty/canvas/training.htm>
- Canvas Help Guides - <https://community.canvaslms.com/community/answers/guides>