

Crosslisted and Merged Courses

Instructors often have multiple course sites showing in Canvas: ABC_499_400_F2017, ABC_499_X400_F2017, 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).

Crosslist Information

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WGSS_542_400_S2016 >>> crosslisted >>> GRAD_542_X400_S2016  
GRAD_542_400_S2016
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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).

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, use the X400 section. All of your Ecampus students for that course will have access to two Canvas sites; the one listing the section they enrolled in, and the crosslisted section (X400).

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.

Merge Course Tool

If you are teaching multiple sections of the same course, it is possible to merge the multiple sections into one Canvas site.

In order to merge sections, they must have the following attributes:



- Have the same subject code, course number, and term
- Are not Crosslisted
- Are the same modality***
- Are not published
- Are not past-term courses

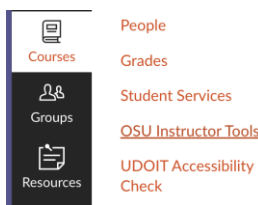
OSU's current legal interpretation of FERPA restricts courses of different modalities or from different campuses from being taught from the same Canvas course site. For example, Ecampus and on-campus sections of a course should be taught from two separate Canvas course sites. Review the knowledge base article on how to use the Merge Tool to merge multiple sections into the same Canvas site – [Merge multiple sections into one Canvas course](#)

Which site to publish?

When merging course sections, the content and students will reside in the “parent” site you select. Publish **only** this parent site.

CrossListed? Tool

The CrossListed? tool was created to help you determine if your course was crosslisted or merged, and with which sections. This option can be found under the OSU Instructor Tools within the course navigation.



If you do not see the OSU Instructor Tools in the navigation, follow these instructions.

1. Select **Settings** from the course menu.
2. Select the **Navigation** tab.
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.
4. In the bottom group, locate the item titled **OSU Instructor Tools**. Click the gear icon and select **Enable**.
5. Click on the **Save** button to save your changes.

Support

Canvas offers 24/7 support via phone or chat. Access Help within the Canvas course menu to receive immediate assistance or contact EcampusFacultySupport@oregonstate.edu.

Additional tutorials about Canvas can be found at <http://learn.oregonstate.edu>.

