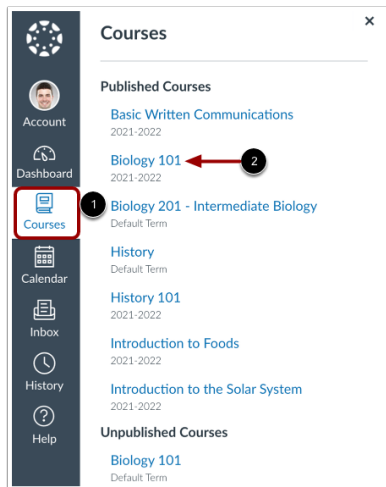


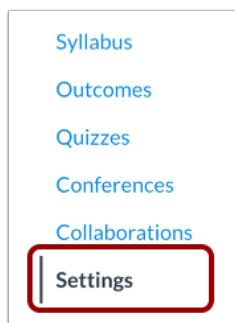
Open course you want to be the default course. Tap on Settings, and Rename the course title and course code to something simple, (ie, “KPant’s Environmental Science 2022-2023”) Copy that course title by highlighting the title, and hitting Control + C Hit update settings on the bottom.

Open Course



In Global Navigation, click the **Courses** link [1], then click the course you want to put into the main default course link [2].

Open Course Settings



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

Open Sections



Click the **Sections** tab.

Open Section

[Course Details](#)[Sections](#)[Navigation](#)[Apps](#)[Feature Options](#)

Course Sections

Biology 101 (19 Users)	 
Biology 101 - MWF (3 Users)	 
Biology 101 - TTH (13 Users)	 

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

Cross-List Section

 Edit Section

 **Cross-List this Section**

 Back to Course Settings

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

Search for Course

Cross-List this Section ×

Cross-List Section

Cross-listing allows you to create a section in one account and then move it to a course on a different account. To cross-list this course, you'll need to find the course you want to move it to, either using the search tool or by entering the course's ID.

Search for Course:

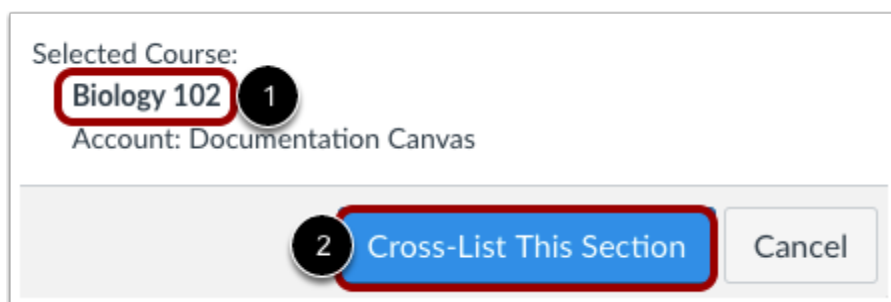
Or Enter the Course's ID:

Selected Course:

In the Search for Course field [1], enter the name of the course into which you are cross-listing (the parent course). (ie, “KPant’s Environmental Science 2022-2023”) (you can use the Control + V to paste the title you copied in step 1.) Or, in the Course ID field [2], enter the ID number for the course.

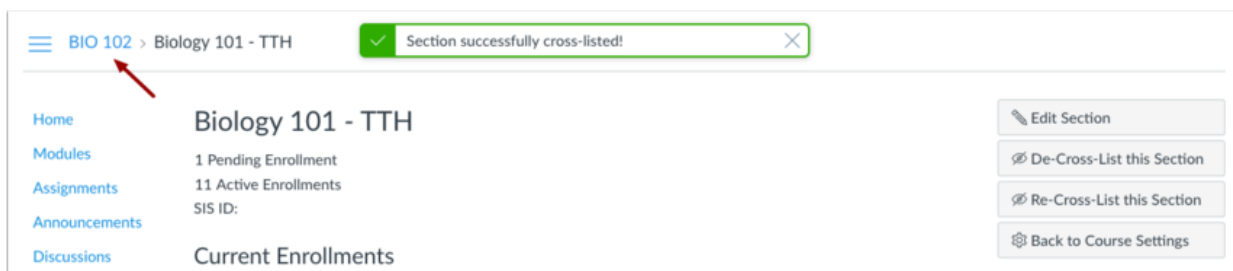
Note: Enter the name or course ID of the parent, or main, course into which you are cross-listing all other sections or courses.

Cross-List this Section



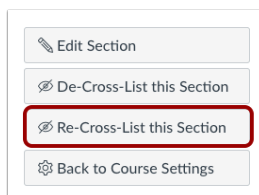
Confirm you have selected the correct course [1]. Click the **Cross-List This Section** button [2].

Confirm Cross-Listing



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

Re-Cross-List Section



Sections can only be in one course at a time. If you need to cross-list the section into a different course, click the **Re-Cross-List this Section** button.

