What to Know Before Cross-Listing

Cross-listing requires that one section become the **primary section**, which will host all the content and assignments for all your cross-listed sections/courses. The **secondary sections** will plug into that primary section, but as the instructor you will still be able to administer individual sections.

What the Instructor Can Expect...

- Will only see primary section in Canvas
- Can filter out individual sections in the gradebook
- Can designate different assignment due dates for individual sections
- Can configure student groups to be created within sections
- Section names do not change when they are cross-listed

What Students Can Expect...

- Students will see the primary section only (even if they are registered for a different section)
  Note: students will always remain in their original sections behind-the-scenes.
- Seamless integration between original section and primary section

When Should I Cross-List?

Cross-listing should be completed before any grades are entered. Any sections that are cross-listed after grades are input will lose that information. The Educational Technology and Online Learning Department will send out cross-listing timeframes for each semester. Courses will **NOT** be cross-listed after this cut-off date.

How Do I Cross-List My Sections?

You can request your courses to be cross-listed by sending an email to lmssupport@tsc.edu. You will need to designate which section will be your primary section and what sections are to be cross-listed.

Example:

Semester: Spring 2018
Primary Section: ENGL-1301-M01
Secondary Section(s): ENGL-1301-M02, ENGL-1301-T06, ENGL-1301-M07

Please provide the correct section designate. (M01, T01, V01, etc.)

Assignment Due Dates

By default, assignments are assigned to "Everyone". In your current courses, "everyone" is your one section of students. In a cross-listed course, "everyone" will be all sections that fall into that course. It is recommended to cross list your sections that fall on the same days. For example, keeping your MWF classes separate from your TTH courses. However, it is possible to list your MWF and TTh courses under the same **primary course and have multiple due dates.**

1. To set multiple due dates, open your assignment settings and scroll down to the **Assign To** option.
2. Click in the **assign to** field. This will bring up the different sections listed in your course.
3. Select the section(s) you would like to set an assignment date for.
4. The set your due date.

5. To add a second assignment date, click the **+Add** button. This will create a second **assign to** dialogue box**.**
6. Select the section(s) you would like to set an assignment date for.
7. Enter the due date and available from/until dates.
8. Once you have completed the necessary edits, click **Save**.
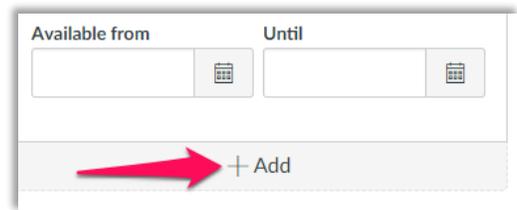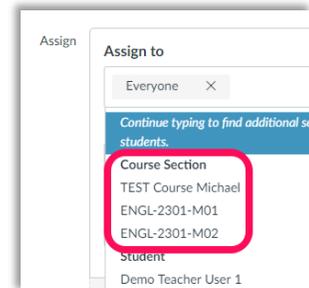
Turnitin Issues that May Arise

When you enter a due date on the Canvas assignment, this date is transferred to the Turnitin due date setting. The Turnitin settings only allow **one** due date while the Canvas settings allow you to enter multiple due dates.

If selected students/sections have a due date later than the due date associated with "everyone else", an assignment created with the default settings (allow late submissions=no) is inaccessible to students/sections with the later due date.

Currently the only workarounds are to create a totally separate assignment for the different sections or utilize the same due date for all sections.

Filtering Gradebook by Sections

By default, your gradebook will show all students enrolled in your course. There may be instances where you want to focus on particular sections. You can use the gradebook filter to display only the students that are in their respective sections.

1. In your gradebook, click on the *Showing All Sections* button.
2. In the dropdown menu, select the section you want displayed.