How to Cross-list a Course

1. Start in the course you want to be a child course and click on Settings to go to the course settings.

2. Once in Settings, you will want to click on the Sections tab and click on the link under Course Sections.
3. After clicking the link under Course Sections, you should be at a screen that shows the courses current enrollments. On the right-hand side, you should see a “Cross-List this Section” button, click that button.

4. A box should appear that will allow you to search for a course or enter a course ID. You want to search for the course that you want to be the parent course, then hit the Cross-List This Section button to cross-list this course as a child course.