

# How to Cross-list a Course

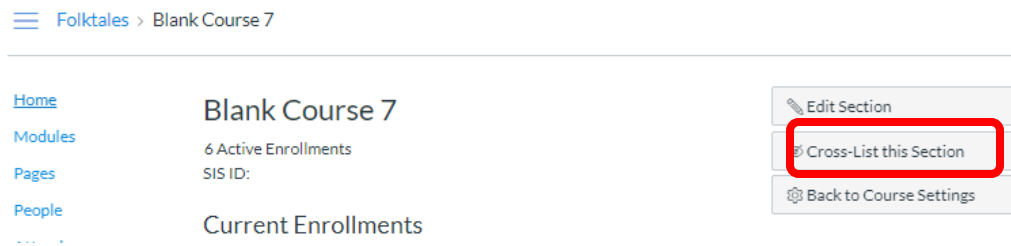
1. Start in the course you want to be a child course and click on Settings to go to the course settings.

The screenshot shows the 'Folktales > Settings' page. On the left is a navigation menu with links: Home, Modules, Pages, People, Attendance, Assignments, LockDown Browser, Macmillan Learning, TurningPoint Registration, and Panopto Video. The main content area has tabs for 'Course Details', 'Sections', 'Navigation', 'Apps', and 'Feature Options'. The 'Course Details' tab is active, showing an 'Image:' field with a 'Choose Image' button, a 'Name:' field containing 'History of Folktales', and a 'Course Code:' field containing 'Folktales-1234'.

2. Once in Settings, you will want to click on the Sections tab and click on the link under Course Sections.

The screenshot shows the 'Folktales > Settings' page with the 'Sections' tab selected and highlighted with a red box. The 'Course Sections' section shows a link for 'Blank Course 7 (6 Users)' also highlighted with a red box. Below this is an 'Add a New Section:\*' section with an empty input field and a '+ Section' button.

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.

