Identify Crosslist Course Sections

Overview

Currently, it can be difficult for an instructor to identify which sections have been crosslisted. Below are instructions on how to look up the sections within a crosslisted course.

Note: The following steps are only to view the crosslisted sections. You will not need to set/select anything.

Identify Crosslist Course Sections

1. Click the link to the Crosslisted Course.
2. Click Classlist in the navigation bar.
3. Click the Add Participants button.
4. Select Add existing users in the dropdown menu.
5. Click the dropdown arrow next to Select a Section.

Note: You will only see this option for crosslisted courses.
6. The courses displayed in the dropdown menu are the sections that have been crosslisted.

Add Existing Users

Enrollment Options

Set all roles to: -- Select a Role -- Set all roles
Set all sections to: -- Select a Section -- Select a Section
Send: 
Add Existing: Fall 2020 PSY 12000-121 Elementary Psychology DIS
Fall 2020 PSY 12000-231 Elementary Psychology DIS
Fall 2020 PSY-12000-XTU Crosslist

Search For... Hide Search Options