

Canvas! Cross-Listing. Steps! No pics! Importing Canvas Content

Cross-List them! *(Combine your like periods)*

- a. Go to the First period class. Settings/Course Details/ Copy the SSID
- b. Go to the new class to add to the first period. *(second period?)*
- c. Settings *(bottom left)* Sections *(top menu bar)*
- d. Click the blue link (the class title)
- e. On right click "Cross-List this Section"
- f. Paste the SSID in the smaller box (make sure there are no spaces, click outside the box)
- g. Click Blue box "Cross-List This Section"
- h. Done! But add your other sections starting at step "b."
- i. Then do your other classes the same way.

Importing Content

- j. Go to your "Old" course FIRST. The one you want to import from!
- k. Settings *(bottom left)*/Details Copy the SSID! No SSID in a Master class
- l. Find your new Semester Class It will have NNN-YEAR-X2
(NNN is school code, X2 Second Semester) (first period?)
- m. Click Settings again *(bottom left)*
- n. Click on "Import Course Content" *(on right.)*
- o. Copy a Canvas Course
- p. Paste the SSID from "b" above. *(or type in Master class)*
- q. **Content.** You decide based on your class! Semester class or year-long? I suggest "Select Specific Content." You can always do this again and pull in more/other content.
- r. Options YES – Adjust the events and due dates. "Remove Dates"
- s. Click "Import" and "Select Content" or chose "All Content"
- t. Check the boxes for your content
(Click the Arrows - → on left to open the list) No Announcements. (?)
- u. Click the blue box. "Select Content" ...W A I T 😊
- v. Click the link (blue Course Name) and check out your class.
- w. **Done.** (You basically have taken content from last semester and added it to this semester.)