

Crosslisting Sections

Multiple sections of a course can be grouped together in CourseDen. **To avoid the loss of data and student work, crosslisting should be done before you enter any content into CourseDen or any student work has been completed.** The process takes one day to propagate into CourseDen.

Should your course contain any course content, it is important to create a copy or back-up of the content before submitting the crosslist request. This can be completed by [copying components](#) to an empty sandbox or [exporting](#) files and [importing](#) them into the newly crosslisted section. **These actions will not back-up student data.** If you need assistance or would like to request a sandbox course, please contact the UWG|Online Helpdesk at 678-839-6248 or online@westga.edu.

Beginning Spring 2015, a new procedure for crosslisting sections in CourseDen was implemented. The crosslisting procedure can be completed using the Registrar's integrated Crosslisting Form found under the Faculty Services tab in MyUWG. The following tutorial will demonstrate how to complete this action.

If two instructors teaching two sections of a course would like to cross-list their courses please instruct them to email David Lloyd the CRN numbers of the courses and he will send this information to the Registrar's office directly.

Crosslisting Procedure

1. Go to your myUWG account <http://myuwg.westga.edu/>
2. Select the Banweb tab (top row of tabs)
3. Enter your UWG username and password
4. Click on **Faculty Services tab** (secondary level of tabs)
5. Navigate to the **Crosslisting** link, located at the bottom of the list

Personal Information **Faculty Services**

Search

Faculty & Advisors Menu

Student Menu

Display student information; View a student's schedule; Process registra

Advisor Menu

View a student's transcript; View a student's grades; Remove Advisor H

Faculty Detail Schedule

Faculty Schedule by Day and Time

Detail Class List

Summary Class List

Verification Class Roll

Final Grades

Term Selection

CRN Selection

Class Email List

Crosslisting

Combine multiple sections into one

RELEASE: 8.8.1

6. Read the notes and information at the top of the Crosslist page
7. Select the courses you would like to crosslist (check the boxes)

Crosslist

Crosslist - Combine Multiple Sections into One

NOTE: Cross-listing should be done BEFORE you enter any content into CourseDen sections otherwise, ALL content, student work, and student grades could be lost and irretrievable. (the entire process could take 24-48 hours)

Deadlines: Cross-listing should be requested at least 1-2 days before the start of classes to avoid loss of data and loss

Directions:

- Submit this form (form goes directly to the Registrars' Office)
 - Submit it once for each cross-listed ""group"".
- After submitting form:
 - Your cross-list request will go to the registrar for processing
 - A banner/CourseDen integration job will be ran and sent to the BOR for processing. (This could take up to 24-48 hours)
- Once the Cross-list is complete and has been sent to CourseDen
 - You will see a new section (with "XLS Group" in the title).
 - Verify the correct sections are cross-listed by viewing your CourseDen Classlist inside the new XLS group a "Section."

If you have questions regarding cross-listing and how it works inside CourseDen call UWG|Online at 678-839-6248

Instructor's Name : [REDACTED]
Instructor's ID : [REDACTED]
Instructor's Email : [REDACTED]
Applicable Semester : Spring Semester 2018

Course To Crosslist

	Subject	Course	Section Title	CRN	Enrolled	CrossList
Cross-list Section 1:	EDSI	9933	E01 Leadership for Change	1073728		<input type="checkbox"/>

CrossList

8. Click **Crosslist**

- After submitting the form:
 - The instructor's **cross-list request** will go to Registrar's for processing
 - A **banner/CourseDen integration** will be ran and sent the the BOR for processing (This job is run automatically every night.)
- Once the Cross-list is complete and has been sent to **CourseDen**:
 - Instructor will see a **new section** (with "XLS Group" in the title)

- The instructor must verify the correct sections are cross-listed by viewing their **CourseDen Classlist** inside the new XLS group and sorting by **“Section”**.
- **Once you receive a notice that your course has been crosslisted, you will need to search for it and then pin it to your MyCourse widget. There are two ways to do this:**
 - Search for the course using the waffle icon at the top (include the term year and XLS in your search) and then pin the course.
 - Or, on your CourseDen homepage, scroll down to the bottom of the all your courses and select the **View All Courses** link. Search for your crosslisted course and add it to your My Courses widget by scrolling over the course image, click on the three little dots that appear, and select Pin.

NOTE Users can also use the direct access to the website from here: <http://myuwg.westga.edu/>

Check out these related guides:

- [Copy Components between courses](#)
- [Export Content](#)
- [Import Content](#)
- [What are fully online classes?](#)
- [What are partially online classes?](#)
- [Banweb Access](#)