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 may take a few days to propagate into CourseDen.

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

Crosslisting Procedure

1. Go to your myUWG account [http://myuwg.westga.edu/](http://myuwg.westga.edu/)
2. Enter your UWG username and password
3. Select the Banweb tab, click on Faculty Services
4. Navigate to the Crosslisting link, located at the bottom of the list
5. Read the notes and information at the top of the Crosslist page

6. 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.

Deadlines: Cross-listing should be requested at least seven days before the start of classes to avoid loss of data and loss of student work.

Directions:
- Submit this form (form goes directly to the Registrars’ Office)
- After submitting form:
  - Your cross-list request will go to the registrar for processing
  - A banner/CourseDen Integration job will be run and sent to the BOR for processing.
  - (This could take up to a week)
- 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 and sorting by “Section.”

If you have questions regarding cross-listing and how it works inside CourseDen call UWG/Online at 678-830-6248.

**Instructor’s Name:**
**Instructor’s ID:**
**Instructor’s Email:**
**Applicable Semester:** Fall Semester 2014

<table>
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<tr>
<th>Course To Crosslist</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Title</th>
<th>CRN</th>
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<th>Crosslist</th>
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</table>

7. Click **Crosslist**

**NOTE** Users can also use the direct access to the website from here: [http://myuwg.westga.edu/](http://myuwg.westga.edu/)

Check out these related guides:
- [What are fully online classes?](#)
- [What are partially online classes?](#)
- [Banweb Access](#)