Cross Listing CRNs

Cross Listing is used for eLearn where there is more than one class of the same subject. Cross listing allows all students in the same subject, no matter which class (CRN) they are in, to see the same information on eLearn. Teachers only need to update information for the subject on eLearn once, not for each CRN.

⚠️ WARNING: You can not cross list a CRN if course content already exists in eLearn or the CRN contains registrations.

1. Open the Schedule Cross List Definition form **SSAXLST**

2. Enter the Term (e.g. 201110, 201120)

3. Enter the Cross Listing Code in the ‘Cross List Group Identifier’ field (Cross Listing codes are provided by Flex:Ed. Please contact them on 6207 3833 or online@cit.edu.au if you require any codes).

4. Click Next Block

If you enter a cross listing code in the ‘Cross List Group Identifier’ code and it has already been used, the CRNs attached to that code will be displayed in the lower part of the form when you click next block (at step 4). You must roll back and enter another cross list code.
5. Enter the Maximum Enrolment (this is the total number of students in all cross listed CRNs) this can be done after entering the CRNs to be cross listed, the maximum enrolment for each CRN is displayed.

6. Click Next Block

7. Enter the first CRN to be cross listed in the CRN field

8. Press TAB and the details of the CRN will be filled in

9. Enter the next CRN to be cross listed

10. Continue entering CRNs

   **Once all CRNs are entered check the Maximum enrolment to make sure it is equal to or greater than the total of the maximum enrolment for all the CRNs entered.**

11. Click Save
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The cross list code will be displayed in SSASECT for each CRN cross listed using the Cross Listing form SSAXLST as shown below.

![Schedule SSASECT S.8.8.3 (TRN).B)](image)

Any CRNs with the Cross List code entered in SSASECT will be displayed in SSAXLST.