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# 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](mailto: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.

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Term: 201110 Cross List Group Identifier: 2J

**Cross List Enrollment**

Maximum Enrollment: 200 Actual Enrollment: 0 Seats Available: 200

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.*

Term: 201110 Cross List Group Identifier: 2J

**Cross List Enrollment**

Maximum Enrollment: 200 Actual Enrollment: 0 Seats Available: 200

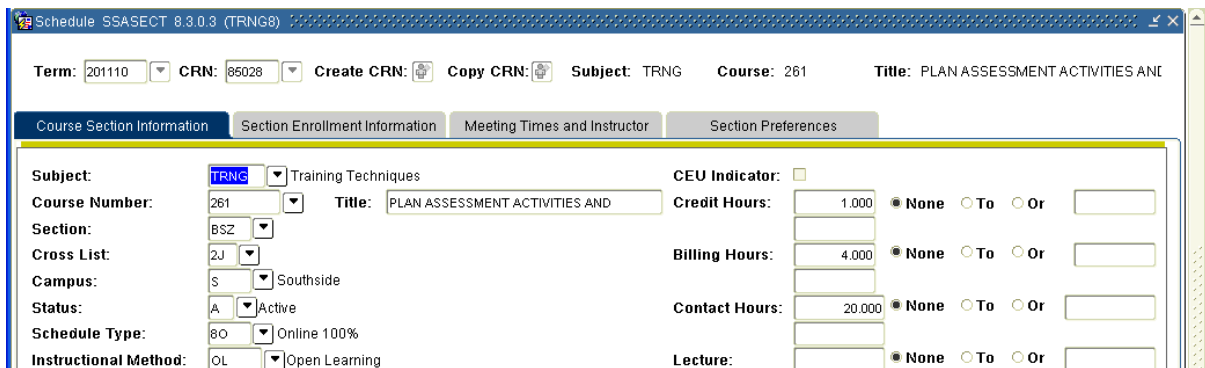
CRN	Block	Subject	Course Number	Section	Part of Term	Campus	Credit Hours			Reserved Indicator	Enrollment		
							—	—	—		Maximum	Actual	Remaining
85028		TRNG	261	BSZ		S	1.000				40	0	40
85034		TRNG	163	BSZ		S	1.000				40	0	40
85035		TRNG	264	BSZ		S	1.000				40	0	40
85036		TRNG	266	BSZ		S	1.000				40	0	40
85037		TRNG	267	BSZ		S	1.000				40	0	40

Cross List Maximum Enrollment: Record: 1/1 <OSC>

## 11. Click Save

## CIT Banner 8 Quick Guide

Printed copies of this text are not controlled. Always check the CIT staff website to ensure this information is correct. The cross list code will be displayed in SSASECT for each CRN cross listed using the Cross Listing form SSAXLST as shown below.



The screenshot displays the SSASECT 8.3.0.3 (TRNG8) software interface. At the top, there are fields for Term (201110), CRN (85028), Create CRN, Copy CRN, Subject (TRNG), Course (261), and Title (PLAN ASSESSMENT ACTIVITIES AND). Below this, there are four tabs: Course Section Information, Section Enrollment Information, Meeting Times and Instructor, and Section Preferences. The Course Section Information tab is active, showing fields for Subject (TRNG Training Techniques), Course Number (261), Section (BSZ), Cross List (2J), Campus (S Southside), Status (A Active), Schedule Type (80 Online 100%), and Instructional Method (OL Open Learning). On the right side, there are fields for CEU Indicator, Credit Hours (1.000), Billing Hours (4.000), Contact Hours (20.000), and Lecture, each with radio button options for None, To, and Or.

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