

Manual Cross Listing in Blackboard

Requirement: Manual Cross Listing.

Cross listing means merging in Blackboard. To perform merging there should be at least 2 Blackboard courses, one master course and one or more child courses. Follow the below steps to carry out merging:

1. Decide on the master course and child courses. Make a note of the course ids of master and child courses.
2. Login into Blackboard as System Admin.
3. Go to System Admin tab -> Courses
4. Let us consider the master course id as Master01, as shown below.

The screenshot shows the Blackboard 'Courses' management interface. At the top, there are navigation buttons: 'Create Course', 'Enroll Users', 'Backup Actions', 'Copy Course', and 'Import Package'. Below these is a search bar with the following criteria: 'Course ID' (dropdown), 'Starts with' (dropdown), 'master01' (text input), 'AND Date Created Before' (dropdown), '10/21/2013' (text input), 'In All Courses' (dropdown), and a 'Go' button. Below the search bar is a table with one row of results. The table has columns: Status, Course ID, Course Name, Date Created, Instructor Username, Instructor Name, and Data Source Key. The row contains: a checkbox, 'Master01', 'Master Course', '10/21/13 10:15 AM', 'dt1001', 'Demo Teacher', and 'SYSTEM'. Above and below the table are action buttons: 'Associate', 'Availability', and 'Delete', along with a 'Refresh' button.

Status	Course ID	Course Name	Date Created	Instructor Username	Instructor Name	Data Source Key
<input type="checkbox"/>	Master01	Master Course	10/21/13 10:15 AM	dt1001	Demo Teacher	SYSTEM

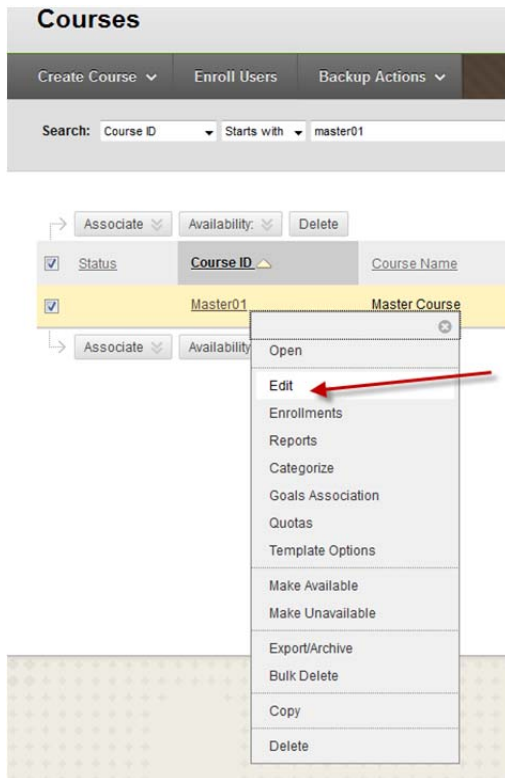
5. Let us consider the below two courses as the child courses (child1 and child2) to be merged with the master.

The screenshot shows the Blackboard 'Courses' management interface. At the top, there are navigation buttons: 'Create Course', 'Enroll Users', 'Backup Actions', 'Copy Course', and 'Import Package'. Below these is a search bar with the following criteria: 'Course ID' (dropdown), 'Starts with' (dropdown), 'child' (text input), 'AND Date Created Before' (dropdown), '10/21/2013' (text input), 'In All Courses' (dropdown), and a 'Go' button. Below the search bar is a table with two rows of results. The table has columns: Status, Course ID, Course Name, Date Created, Instructor Username, Instructor Name, Data Source Key, and Term. The first row contains: a checkbox, 'child1', 'Child Course 1', '2/13/13 12:57 PM', 'ds1111', 'Student 01', 'SYSTEM', and '201220'. The second row contains: a checkbox, 'child2', 'Child Course 2', '10/21/13 10:17 AM', 'ds2222', 'Student 02', 'SYSTEM', and '201220'. Above and below the table are action buttons: 'Associate', 'Availability', and 'Delete', along with a 'Refresh' button.

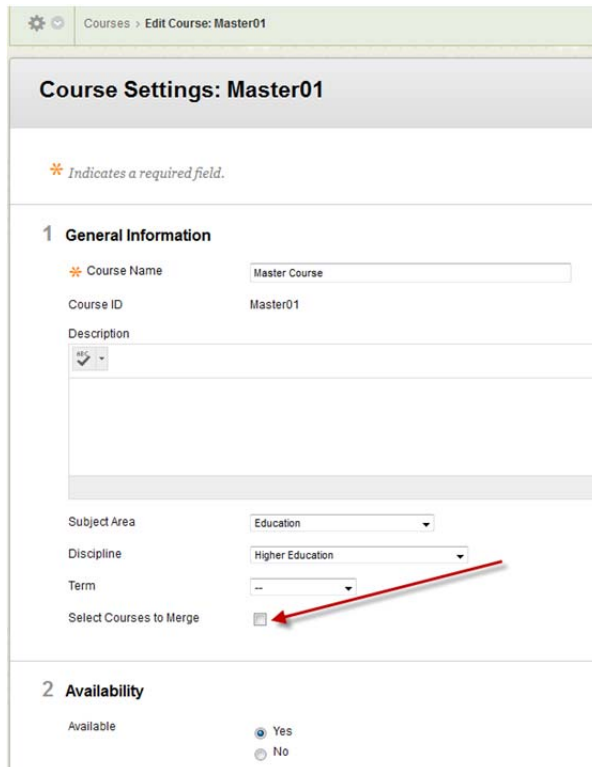
Status	Course ID	Course Name	Date Created	Instructor Username	Instructor Name	Data Source Key	Term
<input type="checkbox"/>	child1	Child Course 1	2/13/13 12:57 PM	ds1111	Student 01	SYSTEM	201220
<input type="checkbox"/>	child2	Child Course 2	10/21/13 10:17 AM	ds2222	Student 02	SYSTEM	201220

6. Search the Master Course ID, **Master01**.

7. Click on the Chevron under the course id and click Edit.



8. Under Edit options, select the “Select Courses to Merge” check box which is coming under General Information.



9. Once you selected the check box, you will get the option “2 Child Courses” below the Select Courses to Merge as below.

1 General Information

* Course Name

Course ID

Description

ABC

Subject Area

Discipline

Term

Select Courses to Merge

2 Child Courses

Use this step to merge existing courses into the master course set. Once merged into the master course. Current enrollments from the child course will be replicated in the master course. To remove a child course from this set, use the Separate option in the child course's configuration. Note that a Student may only exist in one course within the set. Duplicate enrollments are added to this master course.

Add Child Courses

3 Availability

Available Yes No

10. Browse and select the child courses to add to the master. Or if you already know the child course ids just paste/type them in the “Add Child Courses” text box separated by comma. So in this case just type child1 and child 2 separated by comma.

Select Courses to Merge

2 Child Courses

Use this step to merge existing courses into the master course set. Once merged into master course. Current enrollments from the child course will be replicated in the master course. To remove a child course from this set, use the Separate option in the child course's contextual menu. Note that a Student may only exist in one course within the set. Duplicate enrollments are added to this master course.

Add Child Courses

child1,child2



11. Now click Submit button.

Course Settings: Master01

* Indicates a required field.

1 General Information

* Course Name

Course ID

Description

Subject Area

Discipline


Term

Select Courses to Merge

2 Child Courses

Use this step to merge existing courses into the master course set. Once merged into the set, the child course will be marked as unavailable. New content should be managed in the master course. Current enrollments from the child course will be replicated in the master course, and future enrollment changes in the child will be synchronized with the master course. To remove a child course from this set, use the Separate option in the child course's contextual menu on the Courses page. Note that a Student may only exist in one course within the set. Duplicate enrollments will be reported and ignored. Users in all other roles will receive a role based on the first time they are added to this master course.

Add Child Courses



12. Now the merging completed and you will see the cross listing as below.

Settings Courses

Success: Course Master Course edited.

Courses

Create Course ▾ Enroll Users Backup Actions ▾ Copy Course Import Package

Search: Course ID ▾ Starts with ▾ Master01 AND Date Created Before ▾ 10/21/2013 In All Courses ▾ Go

Status	Course ID ▲	Course Name	Date Created	Instructor Username	Instructor Name	Data Source Key	Term
	Master01	Master Course	10/21/13 10:15 AM	ds1111, ds2222, dt1001	Student 01, Student 02, Demo Teacher	SYSTEM	
	child1	Child Course 1	2/13/13 12:57 PM	ds1111	Student 01	SYSTEM	201220
	child2	Child Course 2	10/21/13 10:17 AM	ds2222	Student 02	SYSTEM	201220

Displaying 1 to 3 of 3 items Show All Edit Paging...