Manual Cross Listing in Blackboard


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.

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

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.
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](image1)

11. Now click Submit button.
12. Now the merging completed and you will see the cross listing as below.