

Manual De-Crosslisting in Blackboard

Requirement: Manual De-Cross Listing.

De-Cross listing means Separate in Blackboard. Follow the below steps to carry out Separation of child course from the master course:

1. Decide on the child courses to separate from the master course. Make a note of the course ids of master and child courses to be seperated.
2. Login into Blackboard as System Admin.
3. Go to System Admin tab -> Courses
4. Let us consider the master course id as Master01 and child course to be separate is "child1", as shown below.

The screenshot shows the Blackboard 'Courses' page. At the top, there are navigation tabs: 'Create Course', 'Enroll Users', 'Backup Actions', 'Copy Course', and 'Import Packa'. Below these is a search bar with the following criteria: 'Course ID' selected, 'Starts with' set to 'Master01', and 'Date Created' set to 'Before 10/21/2013'. The search results are displayed in a table with columns: Status, Course ID, Course Name, Date Created, Instructor Username, Instructor Name, Data Source Key, and Term. The table contains three rows: 'Master01' (Master Course), 'child1' (Child Course 1), and 'child2' (Child Course 2). The 'child1' row is highlighted with a red box, and a blue cloud annotation with the text 'Seperate Child1 from Master01' points to it. Below the table are buttons for 'Associate', 'Availability', and 'Delete', along with a 'Refresh' button.

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

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

- Click on the Chevron under the Child course id to be separated from Master course (in this case "child1") and click "Separate".

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

Enrollments
Export/Archive
Copy
Separate
Delete

Associate Availability

Separate

Displaying

- Under Separate options, select any of the options below:

Remove Master Enrollments: Enrollments from the child course will be removed from the master. – This will remove grade entries of child course student stored in the master course. After this step there is no relation between child and master course. The child course became independent course.

Retain Master Enrollments: Enrollments from the child course will be kept in the master, but marked as unavailable. – This will retain grade entries of child course student stored in the master course. After this step there is no relation between child and master course. Only the old grade entries stored in the master course. The child course became independent course.

Courses > Separate Course

Separate

Separation removes a child course from a merged set of courses. The selected course will not be deleted, but will become a distinct course, unassociated with the merged set, containing no content from the master course. [More Help](#)

Cancel Submit

1. Separation Options

Select an option for managing the child course's enrollments in the master course after separation.

- Remove Master Enrollments: Enrollments from the child course will be removed from the master.
- Retain Master Enrollments: Enrollments from the child course will be kept in the master, but marked as unavailable.

2. Submit

Click Submit to proceed. Click Cancel to quit.

Cancel Submit

8. Now click Submit button.

9. Now the merging completed and you will see the child course id “child1” being removed from master course as below.

Success: Course 'child1' was separated from its master course.

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	ds2222, dt1001	Student 02, Demo Teacher	SYSTEM	
	child2	Child Course 2	10/21/13 10:17 AM	ds2222	Student 02	SYSTEM	201220

Displaying 1 to 2 of 2 items | Show All | Edit Paging...