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.

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

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

7. 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.

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.