

## Crosslisting in Blackboard

### What is crosslisting in Blackboard?

Crosslisting in Blackboard creates an entirely new course with enrollments from both original courses.

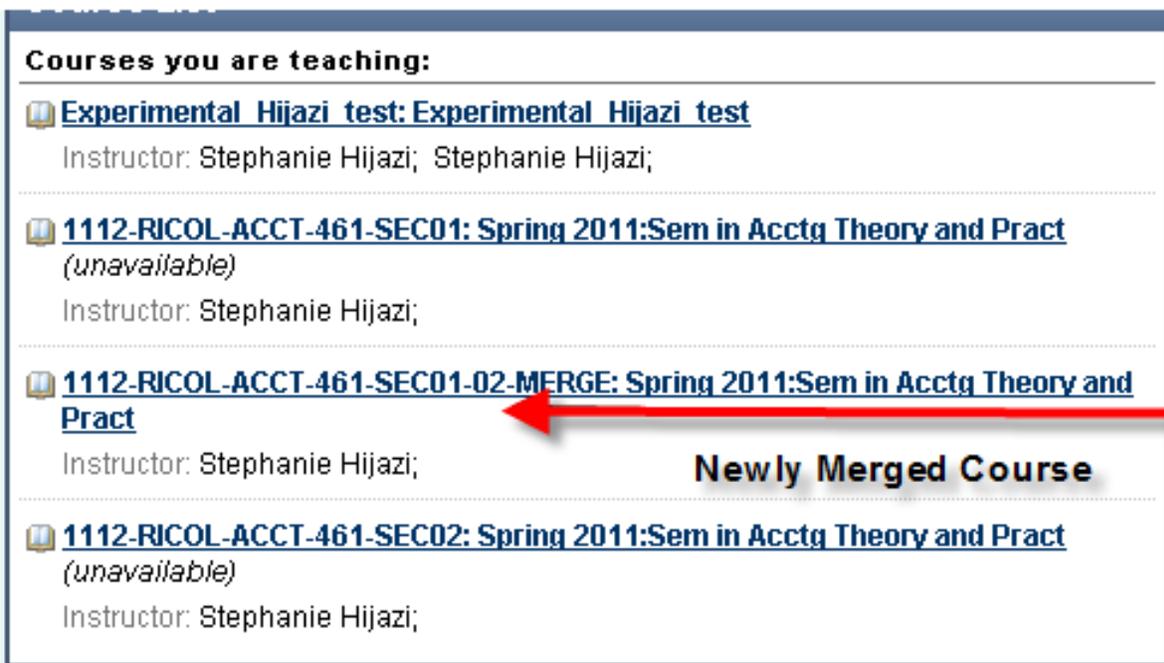
Crosslisting is generally used if, for example, you do not want to post the same information to two separate classes. One would merge a graduate and undergraduate class or merge two sections of the same course.

For example, you are teaching two sections of the same course:

**1112-RICOL-ACCT-461-SEC01: Spring 2011:Sem in Acctg Theory and Pract**  
and  
**1112-RICOL-ACCT-461-SEC012: Spring 2011:Sem in Acctg Theory and Pract**

To crosslist the two courses, a new course **1112-RICOL-ACCT-461-SEC01-02-MERGE: Spring 2011:Sem in Acctg Theory and Pract** would be created with the enrollments from both sections and the old courses are then made unavailable to the students (the instructor will still see them).

The course listing would look similar to this:



The screenshot shows a list of courses under the heading "Courses you are teaching:". The list contains four entries, each with a book icon, a course title, and an instructor name. The third entry, "1112-RICOL-ACCT-461-SEC01-02-MERGE: Spring 2011:Sem in Acctg Theory and Pract", is highlighted with a red arrow pointing to it from the right. To the right of this entry, the text "Newly Merged Course" is displayed in a bold, black font. The other three entries are "Experimental Hijazi test: Experimental Hijazi test", "1112-RICOL-ACCT-461-SEC01: Spring 2011:Sem in Acctg Theory and Pract (unavailable)", and "1112-RICOL-ACCT-461-SEC02: Spring 2011:Sem in Acctg Theory and Pract (unavailable)".

Courses you are teaching:	
 <b><u>Experimental Hijazi test: Experimental Hijazi test</u></b>	Instructor: Stephanie Hijazi; Stephanie Hijazi;
 <b><u>1112-RICOL-ACCT-461-SEC01: Spring 2011:Sem in Acctg Theory and Pract</u></b> <i>(unavailable)</i>	Instructor: Stephanie Hijazi;
 <b><u>1112-RICOL-ACCT-461-SEC01-02-MERGE: Spring 2011:Sem in Acctg Theory and Pract</u></b>	Instructor: Stephanie Hijazi;
 <b><u>1112-RICOL-ACCT-461-SEC02: Spring 2011:Sem in Acctg Theory and Pract</u></b> <i>(unavailable)</i>	Instructor: Stephanie Hijazi;

To minimize confusion, you may choose to hide your original courses. Instructions are located at <http://www.ric.edu/toolbox/BB9/customizing/Hiding%20Your%20Course%20List.pdf>

## **How to request a crosslisted course:**

If you would like to request your courses to be merged, please request them as soon as you request your courses in RICConnect by emailing [helpdesk@ric.edu](mailto:helpdesk@ric.edu).

Please request cross-listing for all sections that should be merged regardless of the current enrollment.

**The deadline for requesting crosslisting is 5 days before the semester begins.** The timeliness of the requests is very important as content by faculty or students does not appear in the merged course.

## **FAQ**

*-When will my crosslisted course be available?*

Crosslisted course requests usually take a couple of days after the request is logged into Trackit.

*-Will any material from my old classes come over to my newly merged course?*

No, the course is a brand new empty course. You can move material over from the old course by using the course copy function

*-Does the newly merged course reflect all the enrollment changes in the original courses?*

Yes, the new course will reflect all changes in old courses. For example, if a student drops a course, that will reflect in the merged course. If a student drops and adds courses within the same old courses, those changes will also be reflected in the merged course.

*-I am getting confused between all of these courses what can I do so I don't post to the old unavailable courses?*

To minimize confusion, you may choose to hide your original courses. Instructions are located at <http://www.ric.edu/toolbox/BB9/customizing/Hiding%20Your%20Course%20List.pdf>.