Cross Listing Guidelines for Banner and Blackboard Vista

What is the purpose of Cross Listing a Course?

Cross listing means simply that a college shows, on its schedule, the same course under two different subject codes. For example, a college offers a course in Children’s Literature. They may want to have this course available as an English elective, in which case they would build and have activated an English course with an English (ENG*) number and title: Children’s Literature. They may also want to have it available for Early Childhood Education students as an elective or required course, in which case they would build and have activated an Early Childhood Education course with an Early Childhood Education (ECE*) number and the same title: Children’s Literature.

The printed schedule and the schedule on the college website would show, in the ECE* course listings, the ECE* course, and in the ENG* course listings, the ENG* course. Students would sign up for whichever one they want to show on their transcript. Come the first day of class, all of them go to the same room (or online course), have the same instructor, use the same texts and materials, do the same work, take the same tests, and do everything together: it’s a single class. The course is transcripted as either an ECE* or an ENG* course.

It is not meant to be used for grouping (for purposes of getting one section in Blackboard Vista) the same course taught by the same faculty member into one section (i.e. four sections of ENG* 101 being rolled into one Blackboard Vista section). Trying to do this presents problems with Banner faculty load and enrollment numbers showing in Banner Schedule.

Cross Listing Courses in Banner for Blackboard Integration

For the purposes above, cross listing can be used for combining 2 or more course sections to come up with one Blackboard Vista course shell. The instructor will be able to design/teach and see all of the students in the combined section.

Before you Cross List in Banner:

Make sure you have the following already in place, before you cross list any sections:

1) If this is a newly created Course, make sure there is a W in the Integration Partner in SCADETL.
2) Check that each CRN has a W in the Integration Partner in SSASECT.
3) Check that each CRN has the same building, room and instructor assigned in SSASECT.*
4) Be sure that the instructor workload is split equally between cross listed sections (i.e. 50% for each course if two sections) in SSASECT or SIAASGN.*

* See the reference section on page 7 for more information.
If any of these are not in place before going on to the next steps, you will most likely have to involve the System Office Blackboard Administrators. Contact them via SYS-BlackboardHelp for clean-up on both the Blackboard and Banner side, before starting over again.

To Cross List Courses in Banner:

***Existing content in a Blackboard Vista section will be overwritten in this process.***

If an instructor needs to preserve the content first, involve the Distance Learning Director at your college to determine the best way to do so before creating a cross list.

1) First, you need to find a Cross List Group Identifier that has not been used already for the semester:

Go to SSAXLSQ. Type in the Term you are setting up the cross lists for in the Term box, and press F8. This will give you a listing of all the cross list group identifier codes that are already being used for the semester. You do not want to reuse a cross list code.

2) Go to SSAXLST. The Term will mostly likely already be in the Term box. Type in a cross list code that was NOT already listed in SSAXLSQ.

3) **Maximum Enrollment** must be entered on SSAXLST.

   This MUST be done before registration begins for the sections so that Banner will recognize the enrollments in each section and stop registration when the Maximum Enrollment is reached.

   The **Maximum Enrollment** in the Cross List block should be the same as the maximum enrollment in each section on SSASECT.

4. Enter the **CRNs** that you want Cross Listed.

   When you save the record on SSAXLST, the cross list identifier code will display on SSASECT for each CRN. Also, you can always query this form to check **section enrollments**.
To Verify Cross List was successfully created in Blackboard Vista:

Instructor: The instructor should now be able to see this cross listed section in their Blackboard course list. It should show all of the CRN's in the Course Title. (See example below.)

The instructor should compare each of the Banner rosters to see what shows in this cross listed course in Blackboard. This should be done well before the semester starts to be certain that all of the sections are feeding into it correctly.

Distance Learning Directors: The Distance Learning Director at the college can check at the Blackboard Vista Admin level to verify if a cross list was built successfully:

1) They can go into the “Cross Listed” Group in Blackboard, and locate the cross listed course. At the section (not course) level, go to Edit Properties and verify that all of the “CRN's” or “Children” show under the Cross Listing Information as shown below:

If it appears that there are missing CRN’s or students, or the cross listed course seems incorrect in any way, contact Francine Skalicky or Rhonda DeWitt via email at SYS-BlackboardHelp.

2) When a cross listed course is created in Blackboard Vista, the section start and end dates are not carried over from Banner to Blackboard Vista at the cross listed section level. Please see the next page on the steps required to adjust the dates manually in Blackboard.
Blackboard Section Start and End Dates

When a cross listed course is created in Blackboard Vista, the section start and end dates are not carried over from Banner to Blackboard Vista at the cross listed section level (see picture below). (They show at each of the individual section levels, but are ignored by the Cross listed section level.)

This needs to be changed manually within Blackboard Vista by a Blackboard Administrator to reflect the Start/End Dates.

A Blackboard Administrator at the college or System Office level can make this change.

1. Go into Blackboard at one of the individual Section levels, and it should show the correct Section Start/End dates and times.

Example of how the dates look at the individual cross listed section levels. The cross listed section level should match.

Section Level Start/End Date Example:

- The Section Start Date in Blackboard is automatically changed to show a date of 2 weeks prior to the Section Start Date shown in Banner.
- The Section End Date in Blackboard is automatically changed to show a date of 11 weeks past the Section End Date shown in Banner.

2. In Blackboard, go to the cross listed section level and type in the dates to match what showed on the Section level.
Troubleshooting Cross Listed Courses in Blackboard Vista

The cross listing process in Banner is very particular when it comes to integrating with Blackboard. It is important to verify that the cross list looks correct in Blackboard as described on the previous page.

A common example of when problems occur is if two (or more) courses are already cross listed, and later it is decided to add or remove a course, from the original cross list. It will most likely not re-trigger all of the necessary pieces to Blackboard. You will need to follow the steps below to recreate the cross list.

**IMPORTANT:**

If you need to add or remove courses from a cross list that use Blackboard, you will need to involve the Instructor, Distance Learning Director from your college, and the System Office Blackboard Administrators (via email at Sys-BlackboardHelp) to recreate the cross list as described in the steps below:

It is very important that all of these steps are taken in the following order by those involved as indicated:

**Step 1—Instructor**

- The instructor needs to verify that no content has been added to any of the cross listed course sections in Blackboard. (If content has been added, they need to create a backup of the course.)

**Step 2—College Distance Learning Director**

- Confirm with the instructor that they have backed up their content if necessary.
- In Blackboard, delete the cross listed course on the cross list group level.
- In Blackboard, delete the two or more sections that make up cross listed at the College level.

**Step 3—Registrar or Person Creating the Cross list in Banner**

- Remove the group from SSAXLST that you used to cross list the courses. Do not recycle the group number at all during the semester.
- Create a brand new group number (remember to verify in SSAXLSQ which are already taken) and associate the CRN’s to this cross list group number.
- Email the courses and CRN’s to the System Office Blackboard Administrators at Sys-BlackboardHelp. (They need to manually re-trigger these from Banner to Blackboard.)

**Step 4—System Office Blackboard Administrators, (Rhonda DeWitt and Francine Skalicky)**

- Re-trigger the CRN’s.
- Verify that the Banner rosters match the Blackboard rosters.
Reference Information:

1. SSASECT – Adding the same building, room and instructor on multiple CRNs

In the Meeting Time window of SSASECT the room will need to be “overridden” to allow it to be used on multiple cross listed sections.

The instructor assignment will also need to be “overridden” on the Instructor window of SSASECT since Banner will view it as a schedule conflict when the instructor is already assigned to a different CRN on the same day and time.

2. Instructor Workload – Modifying on SSASECT or on SIAASGN

The Instructor Workload must be split equally between multiple cross listed sections. This can be accomplished by modifying the % of Responsibility field on the instructor window of SSASECT or on the assignment itself on SIAASGN. When more than 2 CRNs are involved it may be necessary to modify the workload by entering a value in the Override Workload field on SIAASGN. (This is usually handled by faculty workload staff.)

a. Example of change to % Responsibility field on the Instructor window of SSASECT
Please Note: A warning message will appear when the % of Responsibility is modified on SSASECT. This is just a warning, but you have to say “OK” to proceed. See example below.

b. Example of change to % of Responsibility field on SIAASGN. This form is maintained by college staff that supervise faculty load.

c. Example using the Override Workload field on SIASSGN. This form is maintained by college staff that supervise faculty load.
3. **Banner Cross List Query forms:**

### SSAXLSQ – Schedule Cross List Query

This form allows you to search by term, cross list code, max enrollment, actual enrollment, seats available or any combination of these fields.

<table>
<thead>
<tr>
<th>Term</th>
<th>Cross List</th>
<th>Maximum Enrollment</th>
<th>Actual Enrollment</th>
<th>Seats Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>109302</td>
<td>C1</td>
<td>24</td>
<td>0</td>
<td>24</td>
</tr>
<tr>
<td>109302</td>
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</tr>
<tr>
<td>109302</td>
<td>C3</td>
<td>30</td>
<td>3</td>
<td>27</td>
</tr>
<tr>
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<td>C4</td>
<td>30</td>
<td>0</td>
<td>30</td>
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<td>C5</td>
<td>24</td>
<td>3</td>
<td>21</td>
</tr>
<tr>
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<td>6</td>
<td>12</td>
</tr>
<tr>
<td>109302</td>
<td>C7</td>
<td>20</td>
<td>3</td>
<td>17</td>
</tr>
</tbody>
</table>

### SSAXMTI - Cross List Time Information

This is a query form to ensure that **meeting time information and instructor** have been added correctly on a cross listed section. The percent for the instructor is at 50% for both sections since there are only 2 sections involved in this example.

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subject</th>
<th>Course</th>
<th>Section</th>
<th>Part of Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>51028</td>
<td>BBG</td>
<td>0236</td>
<td>H</td>
<td>1</td>
<td>3.000</td>
</tr>
<tr>
<td>51029</td>
<td>LGL</td>
<td>0212</td>
<td>H</td>
<td>1</td>
<td>3.000</td>
</tr>
</tbody>
</table>