Combine Sections of a Course

In Blackboard, there is a course shell for every section of each course. At times, it may be more manageable for an instructor to combine all of those sections into a single course shell. With a single combined course, you can create and maintain a single course shell rather than switching among several and repeating each update for every section. The following documentation describes how to combine multiple sections of a course into a single course shell.

Combine Sections of a Course in order to Merge their Enrollments:

1. Login to Blackboard 9.1.
2. Click on the My Bb Management tab.
3. Click on the Instructor Course Combine sub-tab.
4. In the "Instructor Course Combine Module," click on the Combine Courses link.
5. Select the courses/sections that you wish to combine from the Course List box. To select multiple courses, press and hold the Control key (Mac users press and hold the Command/Apple key) while clicking left mouse button on each course.
6. Enter a Course Name in section 2.
7. Click Submit.
8. Your newly combined courses should now appear in the "Course Combine: Display" module in the "Instructor Course Combine" sub-tab on the "My Bb Management" tab.

NOTE: The “Combined Course Shell” is an entirely separate entity from any of the individual section course shells. You must add content to the combined shell because no content from section shells will transfer during the combine. Also, you will lose your content if you “un-combine” all of the course sections (because the Combined Shell will become disabled).