Manage Combined Courses

If at some point you need to add or remove sections of a course from a combined course shell, you can use the following documentation, which describes how to combine multiple sections of a course into a single course shell. However, please read the note at the bottom of this document before proceeding and consult the OIT Support Desk or Blackboard Support if you are at all unsure about the repercussions of “un-combining” a course.

Add to or Remove Sections from a Course:

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 Manage Combined Courses link.
5. Select either the Add Courses or Remove Courses button, depending on what you wish to do next.
   a. If you click the Add Courses button:
      i. You may change the name of the newly combined course
      ii. Select the course(s) you wish to add to the Combined Course. 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.
      iii. To finish, click Submit.
   b. If you click the Remove Courses button:
      i. Click on the red “X” next to each course/section you wish to remove from the Combined Course shell. As you click on the red “X’s,” you should receive a pop-up window asking you to confirm that you wish to remove the course/section. Read the warning presented to you before clicking OK to proceed.
      ii. When finished removing courses, click OK.
6. The courses still combined should now appear in the “Course Combine: Display” module in the “Instructor Course Combine” sub-tab on the “My Bb Management” tab. If you removed all sections, this module will state “There are no combined courses at this time.”

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 and students’ grades/submissions if you “un-combine” all of the course sections (because the Combined Shell will become disabled).