Course Merge

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 the enrollments of all the sections into one course, which contains the content. The merging prevents duplication of effort for the instructor when needing to update multiple course sections. The following documentation describes how to merge the enrollments of multiple sections into a single course.

**Merge Enrollments of Multiple Sections into a Single Course:**

1. Login to Blackboard.
2. Open the course section you wish to contain your content, student enrollments, and grades; this will be your Parent Course. (The course sections whose enrollments you would like to include in your Parent Course are Child Courses.)

   **NOTE:** The view varies between instructors and students. Instructors will work in only the Parent Course. All student enrollments, assignments, grades, etc. will appear for you within the Parent Course. Students will access their individual course sections (Child Courses); the content presented in those Child Courses will be that of the Parent Course. If you would like to use the Course Copy feature, the Parent Course should be your destination course.

3. Click to expand the **Course Tools** menu in the Control Panel, and select **Course Merge**.
4. Read the information provided on the first page of the Course Merge tool and confirm that the course you are in is the course you want to work in for the term (Parent Course).
5. Click the **Step 2 – Select Child Courses** button in the lower right of the page. You will only see courses of the same subject and of the same term as viable options for selection.
6. Choose the course sections you wish to merge into the Parent Course by clicking the check box to the left of each section, then click the **Step 3 – Confirm Merge Choices** button.
7. Review and confirm the Child Courses listed on the page. If you are sure these are the courses you wish to merge with the Parent Course, click the **Step 4 – Perform Merge** button. If you wish to make a change to the Child Courses, click the Back button. Click the **Cancel Merge** button to stop the merge or to change the Parent Course.

   **NOTE:** In the event that you need to separate your merged course sections, you will need to place a work order with the IT Service Desk to request that the Blackboard Support Team perform a course separation. Course separation cannot happen after students have submitted work to the parent course, as the content submitted by the students would be lost in the separation.