Manage Courses with Merged Enrollments

If at some point you need to add one or more course sections to a merged course, you can use the following documentation. However, removing one or all sections from a merged course requires that you submit a work order with the IT Service Desk to request that the Blackboard Support Team perform a course separation.

Add Sections to a Merged Course:

1. Login to Blackboard.
2. Open the Parent Course to which you wish to add more enrollments.
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 Parent Course into which you wish to add one or more sections.
5. Click the Step 2 – Select Child Courses button in the lower right of the page.
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.