If you teach multiple sections of the same course, there is a merge tool available to merge the students from these sections into one course. You would then teach your course out of just the one merged container.

There are several drawbacks to merging sections into one container that you should discuss with the Blackboard Specialist at your campus before using this tool for the first time. This feature should only be used by advanced Blackboard users. If you decide to merge your sections, the merge should be done before the semester begins.

**Before you begin - IMPORTANT!**

* Decide which section container will be your **Merged Course**. The Blackboard term "Merged Course" is the **primary course** that will contain all the students from all the merged sections after the merge is complete. This primary or "Merged Course" will be the container you teach out of for the semester. It must be one of your official section containers for the semester.

* Decide which course or courses you want to be your **Source Course(s)**. These Source Courses have students you want to be added into the primary course.

**Important!**

DO NOT request that we unmerge courses with any assignments or tests submitted by students! All student work and grades for these students will be removed! They do NOT transfer back to the source container. These students will no longer show in the Merged Course.

If you make a mistake, contact your campus Blackboard Specialist. They will arrange for IS to unmerge your containers.

**Section Merge Tool**

Log in to Blackboard and you will see the **Section Merge Tool** in the Tools section on the Welcome page. Click this link to start the merge process.
Click the **Setup New Merged Course** button.

**Select Source Course(s)**

Put checkmarks next to the course(s) that you want to add into the Primary Course. These will be the courses you decided in the first step to be your **Source Course(s)**. Do NOT select the primary course that you want to teach the course from (you will do that in the next step). Then click **Submit**.

**Select Primary Course**

Select the container that you want to teach the class from. This is the primary course (a.k.a. Merged Course) that you decided on in the first step.

Students from all the Source Courses plus this Merged Course will be put into this one container. Do not select a course that has already been selected as a Source Course to be the primary course.

Then click **Submit**.
Success

This screen will show that the merge was completed. The "primary" course (the course you will be teaching out) of is listed at the top, and the "source" course(s) are listed below.

Click OK to continue.

Manage Merged Courses Screen

At this point you are offered an opportunity to modify the merge, but you shouldn't need to make changes.

The Manage Merged Courses screen will show the name of the primary course that contains all the students. It also shows the Source Course(s) that are associated with the primary course.

All students are now listed in the primary course. The Source Course(s) are automatically made unavailable. You will still be able to see the students in the Source Course(s), but it is important from now on to use only the primary course for teaching, accepting assignments, exams, etc. You might even want to hide the Source Courses from your Welcome Page so you don't
accidentally use them.

Click **OK** to finish.

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**Student View of My Courses**

Only the primary course is displayed on the student's screen. The Source Course(s) will not show. It's a good idea to change the name of the course so students from all your sections will know they are in the right class. Do this by going to the **Control Panel > Customization > Properties > Course Name**.