

Merge Courses - Bb9

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.

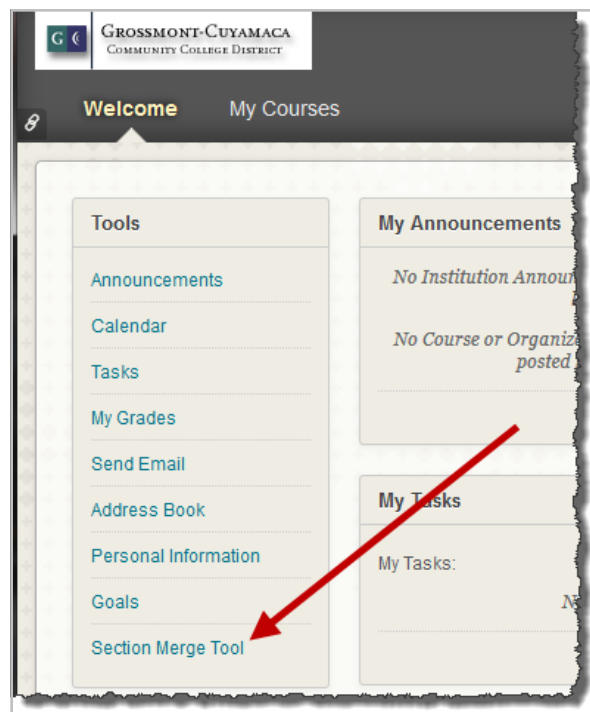
Important!

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.



Setup New Merged Course

Click the **Setup New Merged Course** button.

Manage Merged Courses

Listed below are the merged courses in which you are enrolled as an instructor. Click the "Setup New Merged Course" button in the action bar below to setup a new merged course.

Setup New Merged Course

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 Courses to Merge

Select the courses you wish to merge into a single course by checking the box that appears on the left hand side of the row for a given course. You can select more than one course in this step. After you have made your selections, click the "Submit" button at the bottom of the page to move to the next step in this workflow. The "Cancel" button will abort the process and return you to the previous page without saving any changes.

Check "Source" courses

Selection	Id	Name	Merge Type	Type	Instructor Username	Associated Courses	Comments
<input checked="" type="checkbox"/>	X08SP_ED_214_0650_SC3	Sample Course 3	NONE	Course			
<input checked="" type="checkbox"/>	X08SP_ED_214_0650_SC1	Sample Course 1	NONE	Course			
<input type="checkbox"/>	X08SP_ED_214_0650_SC7	Sample Course 7	NONE	Course			

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**.

Select an Existing Course

Select an existing course to act as a Merged Course for your previously selected Source Course(s). Only one course that is not already defined as a Source Course can be chosen in this step. Once you have identified a course that will act as a Merged Course, click the radio button that appears on the left-hand side of the row for the appropriate course, and click the "Submit" button that appears at the bottom of the page. This step will complete the process of creating a Merged Course.

Check "Primary" course

Selection	Id	Name	Merge Type	Type	Instructor Username	Associated Courses	Comments
<input type="radio"/>	08SP_ED_214_0650_SC3	Sample Course 3	NONE	Course			
<input type="radio"/>	08SP_ED_214_0650_SC1	Sample Course 1	NONE	Course			
<input checked="" type="radio"/>	08SP_ED_214_0650_SC7	Sample Course 7	NONE	Course			

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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.

Merged Course [08SP_ED_214_0650_SC7] was successfully associated with Source Course(s) [08SP_ED_214_0650_SC3, 08SP_ED_214_0650_SC1]

Manage Merged Course: 08SP_ED_214_0650_SC7

The current Source Courses are shown in the list below.

Primary Course

Add Additional Source Courses

Id	Name	Merge Type	Type	Instructor Username	Actions
08SP_ED_214_0650_SC3	Sample Course 3	SOURCE	Course		
08SP_ED_214_0650_SC1	Sample Course 1	SOURCE	Course		

Source Courses

Displaying 1 to 2 of 2 items | Show All | Edit Paging

OK

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.

Manage Merged Courses
Listed below are the merged courses in which you are enrolled as an instructor. Click the "Setup New Merged Course" button in the action bar below to setup a new merged course.

Setup New Merged Course

id	Name	Merge Type	Type	Instructor Username	Source Courses	Actions
X 08SP_ED_214_0650_SC7	Sample Course 7	TARGET	Course	[blurred]	X 08SP_ED_214_0650_SC1 X 08SP_ED_214_0650_SC3	Memberships Modify

Primary Course

Source Course(s)

Displaying 1 to 1 of 1 items | Show All | Edit Paging...

OK

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**.

My Courses

Courses where you are: Student

2010SU-ENGL-120-0000: ENGL-120 Sections 99991 & 99992 - College Composition & Reading