

Merge Courses

If you teach multiple sections of the same exact 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. The merge tool links the enrollments from the section containers that you merge into the one container that you choose to teach from.

Before you begin

- * Decide which section container will be your **Target** container. The Target container is the container that will contain all the students from all the merged sections and will be the container you teach out of for the semester.
- * Decide which section container(s) you want to merge into the Target container. These containers have students you want to be added to the Target container. We will refer to these as the **Source** containers.
- * After the courses are merged, the Source containers that were merged into the Target container will be set to unavailable and students will not be able to see them.

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 to the source container. These students will no longer show in the Primary course.

The courses will be merged for the entire semester.










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

Course Merge Tool



Welcome, Rhonda

Tools

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Log in to Blackboard and you will see the **Course Merge Tool** in the Tools section on the Welcome page. Click it to start the merge process.

Setup New Merged Course

MANAGE MERGED COURSES

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
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Click the Setup New Merged Course button which is on the toolbar.

Select Source Course(s)

MANAGE MERGED COURSES > SELECT COURSES TO MERGE



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.

	Id	Name	Merge Type	Type	Instructor Username	Associated Courses
<input checked="" type="checkbox"/>	08SP_HUM_110_CARMONA_1 (unavailable, enabled)	HUM 110 - Principles of the Humanities - 1 - (Carmona)	NONE	Course	paul.carmona (available)	
<input type="checkbox"/>	08SP_HUM_110_CARMONA_2 (unavailable, enabled)	HUM 110 - Secondary Site - 2 - (Carmona)	NONE	Course	paul.carmona (available)	

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

Select Target Course

MANAGE MERGED COURSES > SELECT AN EXISTING COURSE



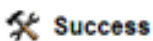
Select an Existing Course

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.

	Id	Name	Merge Type	Type	Instructor Username	Associated Courses
<input type="radio"/>	08SP_HUM_110_CARMONA_1 (unavailable, enabled)	HUM 110 - Principles of the Humanities - 1 - (Carmona)	NONE	Course	paul.carmona (available)	
<input checked="" type="radio"/>	08SP_HUM_110_CARMONA_2 (unavailable, enabled)	HUM 110 - Secondary Site - 2 - (Carmona)	NONE	Course	paul.carmona (available)	

Select the container that you want to teach the class from. This is the **Target** container that you decided on in the first step. The students from all the courses you merge will be put into this container. Then click Submit.

Success



Merged Course [08SP_HUM_110_CARMONA_2] was successfully associated with Source Course(s) [08SP_HUM_110_CARMONA_1].

Thursday, November 13, 2008 3:49:00 PM EST

OK

This screen will show that the merge was completed. Click OK.

Manage Merged Courses

MANAGE MERGED COURSES

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	
2009SP-RELG-120-5798 (unavailable, enabled)	RELG-120-5798 - World Religions	TARGET	Course	paul.carmona (available)	2009SP-RELG-120-5799 2009SP-RELG-120-5800	Modify

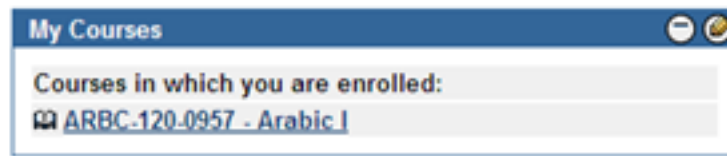
OK

The Manage Merged Courses screen will show the Target container that contains all the students. It also shows the Source container(s) that are associated with the Target course now.

The students are now listed in the Target 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 Target container for teaching, accepting assignments, exams, etc. You might even want to hide the Source containers from your welcome page so you don't accidentally use them.

Click OK.

Student View of My Courses



Only the Target 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 place. Do this by going to the **Control Panel > Settings > Course Name and Description**.