

# Using the Course Merge Tool

If you teach more than one section of the same class in a given semester, you might find it inconvenient to have your course materials duplicated and spread out in Blackboard. Using the Course Merge Tool, you can combine the rosters of multiple sections into a single Blackboard course, to which all of your students will have access. That way, you'll only have a single Grade Center, and a single place for distributing content to your class.

Navigate to the Home tab in Blackboard. (This should be the first page you see when you log into Blackboard; click on the Home tab if necessary.)

In the box titled Course Merge Tool, click the link that reads Click Here to Create and Manage Merged Courses.

The Manage Merged Courses screen is where you can create, modify, and unmerge your 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. Get started by clicking on Setup Merged Course.

[HOME](#) > [MANAGE MERGED COURSES](#)



## Manage Merged Courses

Listed below are the merged courses in which you are

You are currently logged in as a System Administrator



[Setup New Merged Course](#)

[HOME](#) > [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.

<input type="checkbox"/>	Id	Name	Merge Type	Type	Instructor Username	Associated Courses
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Select your courses you wish to ADD to a course you wish to make the PARENT course for this semester. So if you have 2 courses you wish to merge, you will select ONLY the 1 course you wish to be merged INTO the other course.

<input checked="" type="checkbox"/>	<a href="#">QBCC_AA_ACC_DEV_200809</a> (available, enabled)	Fall 2008 Blackboard 8.0 ACC Testing & Development Course (QCC)	NONE	Course
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Click Submit after you've made your selection

[MANAGE MERGED COURSES](#) > [CHOOSE MERGED COURSE CREATION METHOD](#)



## Choose Merged Course Creation Method

Your Merged Course can be any existing course in the system that is not already defined as Source Course, or button will exit this process and return you to the "Manage Merged Courses" interface without saving any data.

- ▶ [Create a New Merged Course](#)
- ▶ [Make an Existing Course a Merged Course](#)

Your Merged Course can be any existing course in the system that is not already defined as Source Course, or, it can be an entirely new course. Click the appropriate hyperlink below to go to the next step

in the workflow. Clicking the "Cancel" button will exit this process and return you to the "Manage Merged Courses" interface without saving any data.

### Select Make an Existing Course a Merged Course

HOME > MANAGE MERGED COURSES > SELECT AN EXISTING COURSE

#### Select an Existing Course

Select an existing course to act as a Merged Course for your previously select Source Courses. 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.

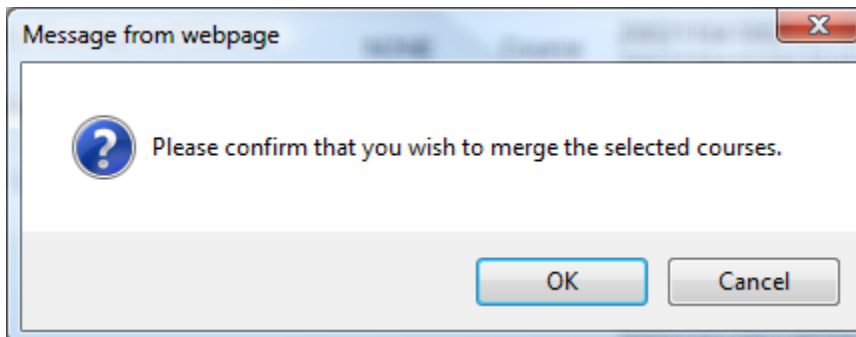
Id	Name	Merge Type	Type	Instructor Username	Associated Courses
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The Select Existing Course screen asks you to select one of the sections you've chosen to merge to serve as the PARENT or TARGET course. The target section that you choose in this step will be the Blackboard course that contains your content and merged rosters, and is where you make all future updates. The "child" or "source" courses will not contain any content, nor should they. The students in the child sections will automatically be granted access to the parent course. Select the Existing Course ID you wish to become the PARENT.

<input checked="" type="radio"/>	<a href="#">QBCC_ACC_DEV_WKSP_200812</a> (available, enabled)	QBCC Blackboard 8.0 Training Course	NONE	Course
<input type="radio"/>	<a href="#">QBCC_BB_ACC_TRAINING</a> (available, enabled)	QBCC Blackboard 8.0 Training Course	NONE	Course

Click Submit after you've made your selection

Blackboard will ask you if you're certain that you want to merge these courses.



Click OK confirm your choice and continue.

You will receive a Success receipt if you did everything correctly. You will be returned to the Manage Merged Course: PARENT COURSE ID page

ADMINISTRATOR PANEL > MANAGE MERGED COURSES > MANAGE MERGED COURSE: QBCC\_ACC\_DEV\_WKSP\_200812

#### Manage Merged Course: QBCC\_ACC\_DEV\_WKSP\_200812

The current Source Courses are shown in the list below. If you wish to disassociate any Source Course(s) from this Merged Course, simply click the "Disassociate Course" button that appears on the right side of the row.

Add Additional Source Courses

Id	Name	Merge Type	Type	Instructor Username	
QBCC_BB_ACC_TRAINING (available, enabled)	QBCC Training	SOURCE	Organization	20021104100216916725 (available, enabled)	<a href="#">Disassociate</a>

Since you won't be using the Blackboard courses corresponding to the merged "child" sections, it's important to leave them unavailable to students. Be sure, on the other hand, to make the parent course

available. Availability settings are located under Settings in the Control Panel of each course. For more details, here is a tutorial on course availability.

You may also want to change the name of the parent course, so as to avoid confusion regarding the section number. This can also be done under Control Panel > Settings; select Course Name and Description.

If you need to change any of your merged course settings, return to the Manage Merged Courses screen (from the Home screen). You'll see a list of courses that are currently merged. Click the Modify next to a merged course to add or subtract sections from that course.