How to Merge and Unmerge Courses in Blackboard

How to Merge Courses:

The section merge tool allows instructors to merge class rosters from source/child courses to a designation/parent course so that the instructor just needs to post course materials on the destination/parent course site. All students from both destination/parent and source/child courses can access the course materials.

1. On your Blackboard Homepage, go to Section Merge Tool module located on the left-hand side. Below the “Section Merge Tool”, select “Click Here to Create and Manage Merged Course”.

If you are unable to see the module, follow these steps:

b. You can scroll down, search in the Search bar, or Browse by Category to find the Section Merge Tool module. The modules are listed alphabetically.

c. Click “Add” under “Section Merge Tool”. Notice that the module has a description and category. In the future, browse through the “Other” category to find this module.

d. Your module will appear on the Home page.

2. Inside Manage Merged Courses screen, click “Setup New Merged Course” and you will see a list of the courses you are teaching.
3. Select the check boxes of the courses whose rosters you want to merge to a parent/destination course and click “Submit”. The courses on the “Select Course to Merge” page are also known as source or child courses.

<table>
<thead>
<tr>
<th>Selection Id</th>
<th>Name</th>
<th>Merge Type</th>
<th>Type</th>
<th>Instructor Username</th>
<th>Associated Courses</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>YC_Bb_Faculty_workshop</td>
<td>Blackboard Faculty Workshop</td>
<td>TARGET</td>
<td>Course</td>
<td>yfcf_workshop_s003</td>
<td></td>
<td>- This cou is currently defined as a Merged Course.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>- You can make this course a Source Course.</td>
</tr>
<tr>
<td>YC_New_Test_Course_1</td>
<td></td>
<td>NONE</td>
<td>Course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>york_ac_101_waiver_exam</td>
<td>York AC 101 Waiver Exam</td>
<td>NONE</td>
<td>Course</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>YC_Bb_Tutorials</td>
<td>Blackboard Tutorials, New Testing</td>
<td>NONE</td>
<td>Course</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4. On the “Select an Existing Course” page, select the course where you want to post all course content. It is called parent or destination course. The rosters from child/source course(s) will be merged into the roster of the parent or destination course. The students will access and view your content from this parent course.

Note: Merging courses only merges course rosters and not their contents.

5. Click “Submit”. Make sure you confirm by clicking “OK”. A green notification will appear to confirm the courses were merged. The parent course name will be on the page while the associated course(s) will be under Source Courses below:
6. It is advised to make the child/source course(s) unavailable to students. As all course materials are in the parent course, there is no need for students to access the child course(s).
   a. Go to each of the child/source courses. Under Control Panel located on the bottom left side, go to Customization.
   b. Expand Customization and click Properties. There are two ways:
      i. Click the drop down arrow to the Left and select Properties:
ii. Click on the expansion arrow to the Right and select Properties:

Select “No” radio button for “Set Availability”. Click Submit.

7. Change Course Name and Description for the parent/destination course -
   Go to the parent course and modify the course name to include all merged courses/sections.
   
   a. Under Control Panel, go to Customization.
   b. Go to Properties.
   c. Modify the course name and description and click “Submit”.

Academic Computing & Educational Technology
York College / CUNY
Notice that the parent course name has changed while the child course is not currently available under “My Courses” on the Home page.

**How to Unmerge Course:**

Instructors can unmerge courses in case you merged wrong courses.

1. Go to *Section Merge Tool* then press “Click Here to Create and Manage Merged Course.”

Academic Computing & Educational Technology
York College / CUNY
2. Search for your merged course and click “Modify” on the right-hand side.

3. Click “Disassociate” and a notification of unmerging courses will appear.

4. To exit, click “OK” on the bottom right-hand corner.

Please Note: Once you disassociate the courses, you will need to re-modify the parent course name.