How to Create and Manage Merged Courses

The Course Merge Tool allows you to merge rosters from two or more courses or sections that you are teaching into a single course so that you only need to post course materials on one course site. Please note that this tool only merge the course enrollment not the content.

1. Log in to Blackboard.

2. Your Blackboard home page has three columns. Each column contains different panels. In the middle column you should find the “Course Merge Tool” panel. Click “Click Here to Create and Manage Merge Courses” to begin merging your courses.

3. The “Manage Merged Course” window will appear. Click “Setup New Merged Course”.

![Image of Course Merge Tool](image-url)
4. In “Select Courses to Merge” window, you will see a list of courses that you teach. Check the boxes next to the courses you want to merge. Click “Submit” to continue, or “Cancel” to abort the process.

5. A “Select an Existing Course” screen appears. Here from the two or more courses you selected to merge choose one to act as the **parent** course. Click the radio button next to the course then click “Submit” to continue.
A popup window will appear, requesting a confirmation for the selected course. Click “OK to confirm, or click “Cancel” to return to the previous page.

6. A new screen will appear showing that your courses have been successfully merged. Click “OK” to return to Blackboard 8.0 homepage. Now the rosters for all merged courses or sections will appear in the parent course.

**Success**

Merged Course [yc_sample_course1] was successfully associated with Source Course(s) [yc_sample_course2].

Next you need to modify the parent course name to include the merged course(s) or sections so that students in all merged courses or sections know which course or section link to click.

7. In your Blackboard 8.0 home page under your “My Courses” panel, click the parent course of the courses you just merged.
8. In the navigation menu on the left, click “Control Panel”.

9. In your “Course Options” panel, click “Settings”.

10. The “Settings” window will open. Here, click “Course Name and Description”
11. The “Course Name and Description” window will appear. There you can change the course name to identify all merged courses including course codes or sections. For example, ENG 125 W & S. Click “Submit”.

12. A new screen will appear, showing that your course name and description were successfully updated. Click “OK” to return to the setting window.
13. Click the “Home” tab at the top of the page to return to Blackboard 8.0 home screen. Under “My Courses” panel you will see your newly named course.

14. Now you need to make the child course unavailable so that students will not see it or click it by mistake. All courses are unavailable to students by default when created. If you have made a child course available, you have to make it unavailable. Go to the control panel of the child course and click “Settings”.

15. The “Settings” window will open. Here, click “Course Availability”.
16. In “Course Availability” window, select “No” to make the course unavailable to the students. Click “Submit.”

17. A new screen will appear confirming the course settings have been updated. Click “OK”

18. When you return to your Blackboard 8.0 home screen, under “My Courses” the other course should state “unavailable”.