Perform a Course Merge

A course merge combines students from two or more courses. This benefits instructors who teach multiple sections/courses which uses the same course content. The final merged course will serve as the main location for posting course content and grading.

**IMPORTANT:** If one or more of the courses you are merging is already populated with content, the Course Merge Tool may cause everything in that course to be deleted. Complications may be averted if you create a Master Course and copy existing materials.

**NOTE:** It is not necessary to merge a course which has a lecture and lab component. The lecture is the ‘Parent Course’ and is the main location students are directed to in Blackboard. The lab course is the ‘Child Course’ and does not need to be populated with content. If you try to merge these courses, you will receive an error message.

- Access **Blackboard** and select **Utilities**.

- Select **Instructor Self-Service Course Merge Tool**.
• Select **Campus** and **Term**.

1) **CAMPUS & TERM**

• Select Campus & Term

2) **CREATE/EDIT COURSE MERGE**

• Select Create Course Merge

3) **PARENT COURSE NAME**

• Change the **Parent Course Name** to correspond to the classes you merged.
  
  - For example: FALL-2017-BIOL-357/214 MERGE

• When complete, click **Submit**.