

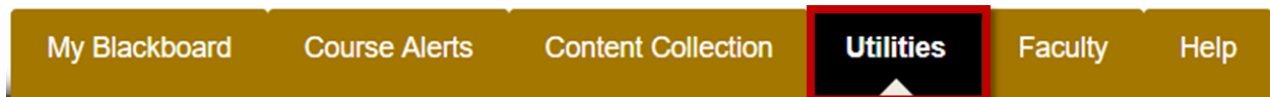
## Perform a Course Merge

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**.

**Instructor Self-Serve Course Merge Tool**

The Instructor Self-Serve Course Merge Tool allows instructors to cross-list (merge) course section enrollments into a single, blank, merged course.

- [Instructor Self-Serve Course Merge Tool](#) ←

Any material that existed in the courses prior to the merge will no longer be accessible to students. After the course merge, only the parent (merged) course should be used to release content.

- Select **Campus** and **Term**.

1) **CAMPUS & TERM** \_\_\_\_\_

\* Select Campus & Term

- Select **Create Course Merge**

2) **CREATE/EDIT COURSE MERGE** \_\_\_\_\_

\* Create/Edit Course Merge   
\* Select Courses to Merge

- Select two or more **Unmerged Courses** and move to **Courses to Merge**.

2) **CREATE/EDIT COURSE MERGE** \_\_\_\_\_

\* Create/Edit Course Merge

\* Select Courses to Merge

Unmerged Courses	Courses To Merge
Fall-2017-BIOL-21400-006	Fall-2017-BIOL-35700-001
Fall-2017-BIOL-21400-004	

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

3) **PARENT COURSE NAME** \_\_\_\_\_

\* Parent Course Name

- When complete, click **Submit**.