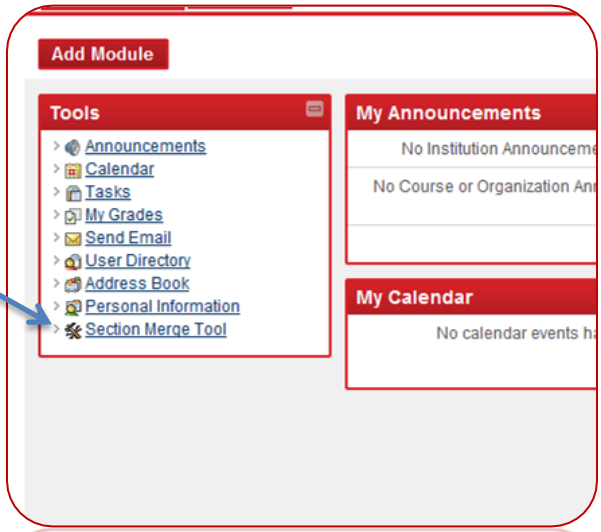
Section Merge Tool
eLearning Blackboard Learn 9.1 for Faculty

Setting up a merged course is quite easy in Blackboard.

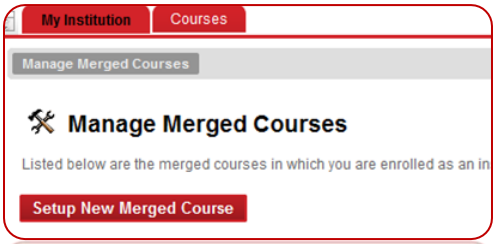
A few things to note before we begin:

1. The section merge merges ONLY the enrollments. All of your students will have access to one section (Called the "Destination" course)
2. Regardless of which section they're in, you submit their grades through Banner, and they will receive credit for the proper course
3. There is nothing in the merged course that will identify which section they came from, so be wary about this before you begin. * (Check the fourth page for a tip on preventing this)
4. The course you designate as your "Source" course will AUTOMATICALLY become unavailable from the students enrolled in that section.

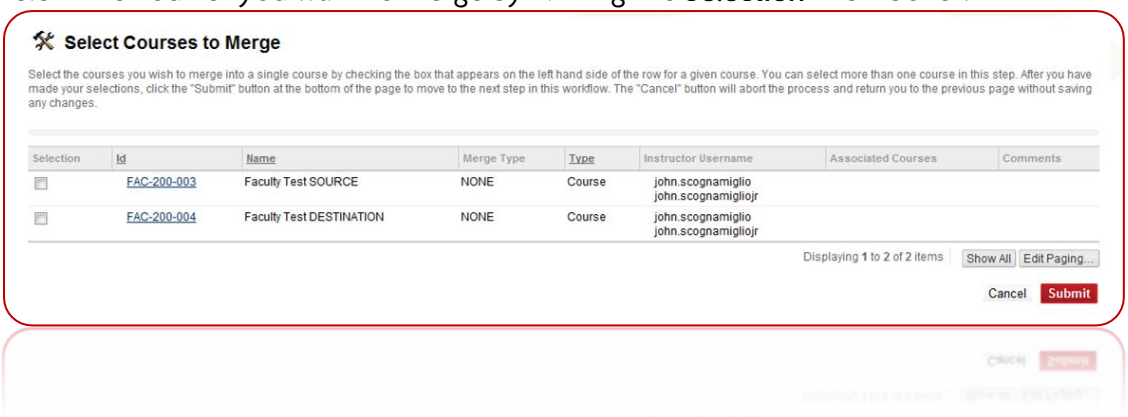
From your **My Institution** homepage, under **Tools**, click **Section Merge Tool.**



Then click the **Setup New Merged Course** button.

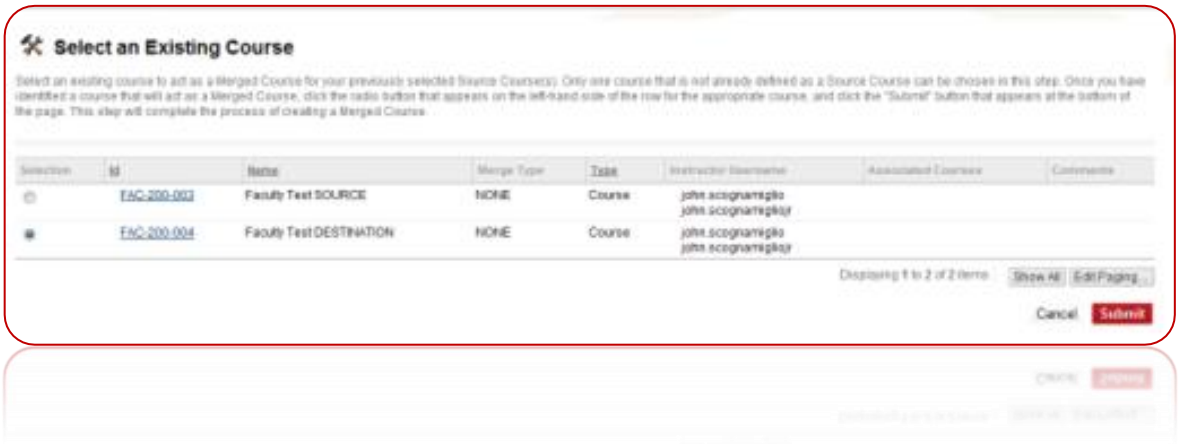


Select the courses you want to merge by clicking the **Selection** checkboxes.



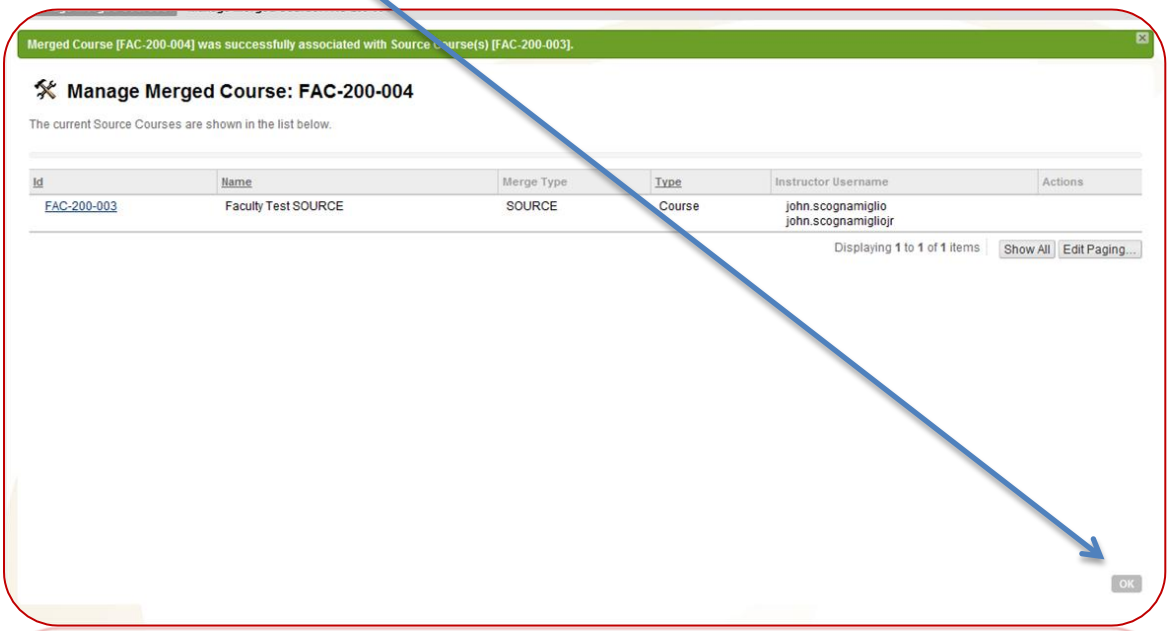
Then click **Submit.**

Choose the course you want as the **DESTINATION (TARGET)** course for your merge and click **Submit**.



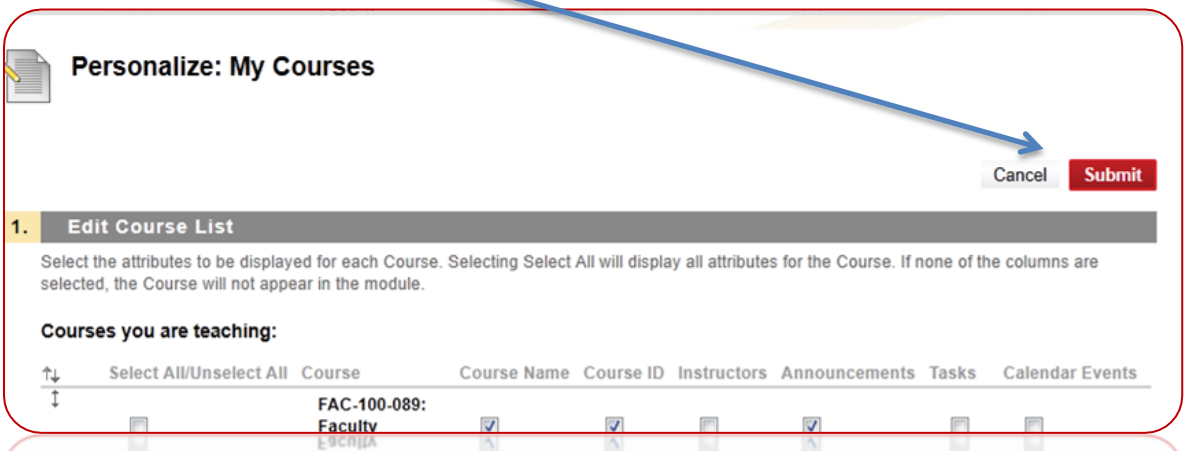
You will see a confirmation bar and the **Source Courses** listed below. The **Merged Course** mentioned in the confirmation bar is the **Destination (Target)** course.

Click **OK** when finished.



You will notice the enrollments have been merged into your **Destination Course (Target Course)**, from the source.

When finished, click **Submit**



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One of the downfalls of merging several classes is that you will lose the organization of knowing which student belongs to which section.

There is something you can do BEFORE you merge to prevent this.

1. Go into the destination course, find the grade center, and build a column called "Section"
    a. Other settings
        i. Points Possible: 0
        ii. Options: "Do NOT include in Grade Center Calculations. Showing the section number to your students is up to you.
2. Enter in, for each student the section number of this course.
3. Merge the courses.
4. Back in the destination course, you will find that the students that have been added have NOTHING in this column. You can enter the section number from the source course for these students.
5. Now you can sort by section number