



## How to Merge Course Sections on Blackboard



IMPORTANT  
MESSAGE

*The first 3 steps in the guide teach you how to add the Section Merge Tool to your Home Page. This is necessary to use the tool.*

*You may already have the section merge tool available on your Home Page, even without going through steps 1 to 3.*

*The Home Page is where you see your My Courses list.*

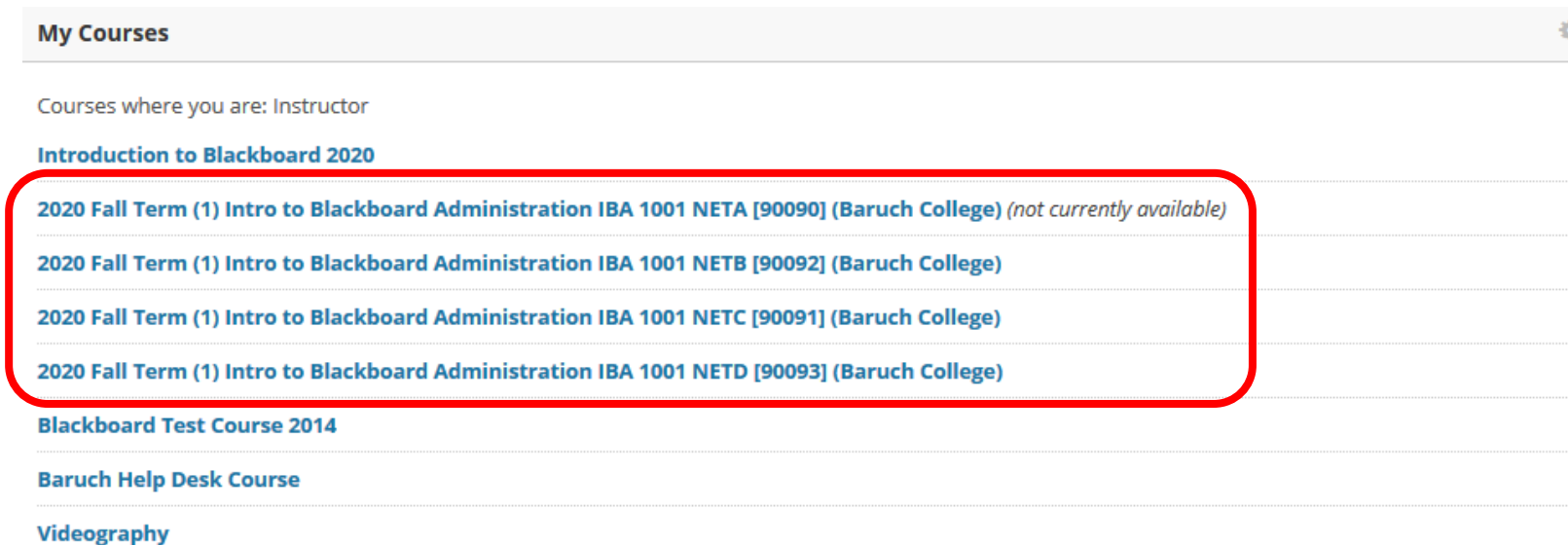
# A word about the *Section Merge Tool*...


Merging sections requires merging **SOURCE courses** into a singular **MERGED course**. You will see Blackboard uses the terminology **SOURCE** and **MERGED** within the tool itself.

A **Source course** is a course whose roster you want to merge into a singular course. You can select multiple **Source courses** into a singular course.

The singular course that **Source courses** are merged into is called the **Merged course**.

Before continuing, take a look at your **My Courses** list. It is a good idea to know which of the sections will be the **Merged Course**, and which section(s) will be the **Source Courses** before continuing. Below is a screenshot of this administrators **My Courses** list, circled in red:



**My Courses** 

Courses where you are: Instructor

**Introduction to Blackboard 2020**

- 2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETA [90090] (Baruch College) *(not currently available)*
- 2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETB [90092] (Baruch College)
- 2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETC [90091] (Baruch College)
- 2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETD [90093] (Baruch College)

**Blackboard Test Course 2014**

**Baruch Help Desk Course**

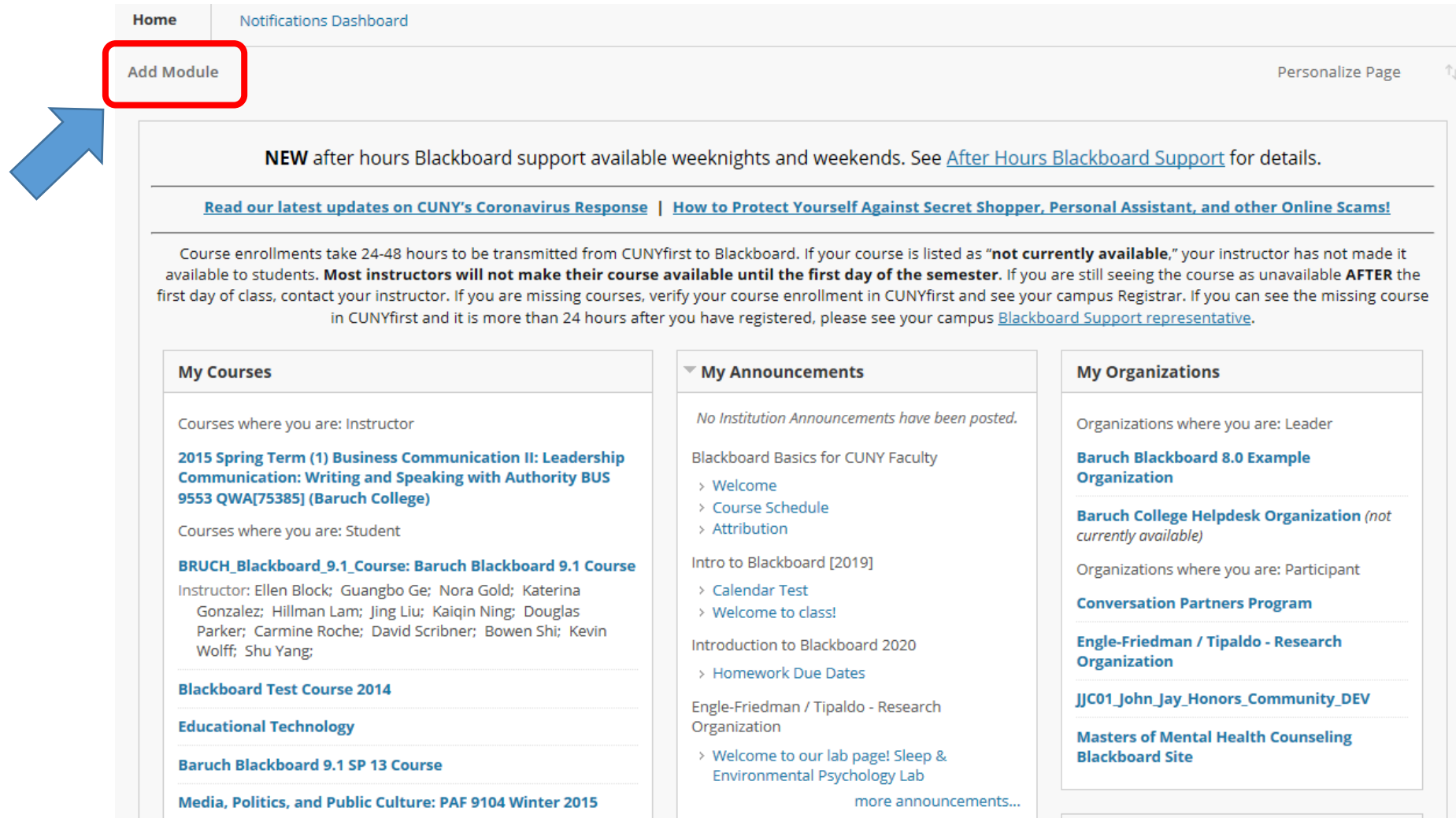
**Videography**

For the purpose of this guide, please note the **four sections** of *Intro to Blackboard Administration* (Sections NETA through NETD).

***In the following steps, we will learn how to merge sections NETB, NETC, and NETD (The SOURCE courses) into section NETA (The MERGED course).***

1. Log in to Blackboard. The **Section Merge Tool** is located on this page, you may need to scroll down to locate it. If you see the **Section Merge Tool**, skip to **Step 5**.

To add the **Section Merge Tool** to this web page, click **Add Module**.



The screenshot displays the Blackboard user interface. At the top, there are navigation tabs for 'Home' and 'Notifications Dashboard'. The 'Add Module' button is highlighted with a red rectangular box, and a blue arrow points to it from the left. To the right of the 'Add Module' button is a 'Personalize Page' link with an up/down arrow icon. Below the navigation bar, there is a central announcement area with a 'NEW' notice about after-hours Blackboard support, followed by links to coronavirus updates and scam protection. A detailed paragraph explains course enrollment timelines. Below this are three main content columns: 'My Courses' (listing instructor and student courses), 'My Announcements' (listing various faculty announcements), and 'My Organizations' (listing various organizational roles and programs).

Home | Notifications Dashboard

Add Module | Personalize Page

**NEW** after hours Blackboard support available weeknights and weekends. See [After Hours Blackboard Support](#) for details.

[Read our latest updates on CUNY's Coronavirus Response](#) | [How to Protect Yourself Against Secret Shopper, Personal Assistant, and other Online Scams!](#)

Course enrollments take 24-48 hours to be transmitted from CUNYfirst to Blackboard. If your course is listed as “**not currently available**,” your instructor has not made it available to students. **Most instructors will not make their course available until the first day of the semester.** If you are still seeing the course as unavailable **AFTER** the first day of class, contact your instructor. If you are missing courses, verify your course enrollment in CUNYfirst and see your campus Registrar. If you can see the missing course in CUNYfirst and it is more than 24 hours after you have registered, please see your campus [Blackboard Support representative](#).

**My Courses**

Courses where you are: Instructor

**2015 Spring Term (1) Business Communication II: Leadership Communication: Writing and Speaking with Authority BUS 9553 QWA[75385] (Baruch College)**

Courses where you are: Student

**BRUCH\_Blackboard\_9.1\_Course: Baruch Blackboard 9.1 Course**

Instructor: Ellen Block; Guangbo Ge; Nora Gold; Katerina Gonzalez; Hillman Lam; Jing Liu; Kaiqin Ning; Douglas Parker; Carmine Roche; David Scribner; Bowen Shi; Kevin Wolff; Shu Yang;

**Blackboard Test Course 2014**

**Educational Technology**

**Baruch Blackboard 9.1 SP 13 Course**

**Media, Politics, and Public Culture: PAF 9104 Winter 2015**

**My Announcements**

*No Institution Announcements have been posted.*

Blackboard Basics for CUNY Faculty

- > Welcome
- > Course Schedule
- > Attribution

Intro to Blackboard [2019]

- > Calendar Test
- > Welcome to class!

Introduction to Blackboard 2020

- > Homework Due Dates

Engle-Friedman / Tivaldo - Research Organization

- > Welcome to our lab page! Sleep & Environmental Psychology Lab

more announcements...

**My Organizations**

Organizations where you are: Leader

**Baruch Blackboard 8.0 Example Organization**

**Baruch College Helpdesk Organization** (*not currently available*)

Organizations where you are: Participant

**Conversation Partners Program**

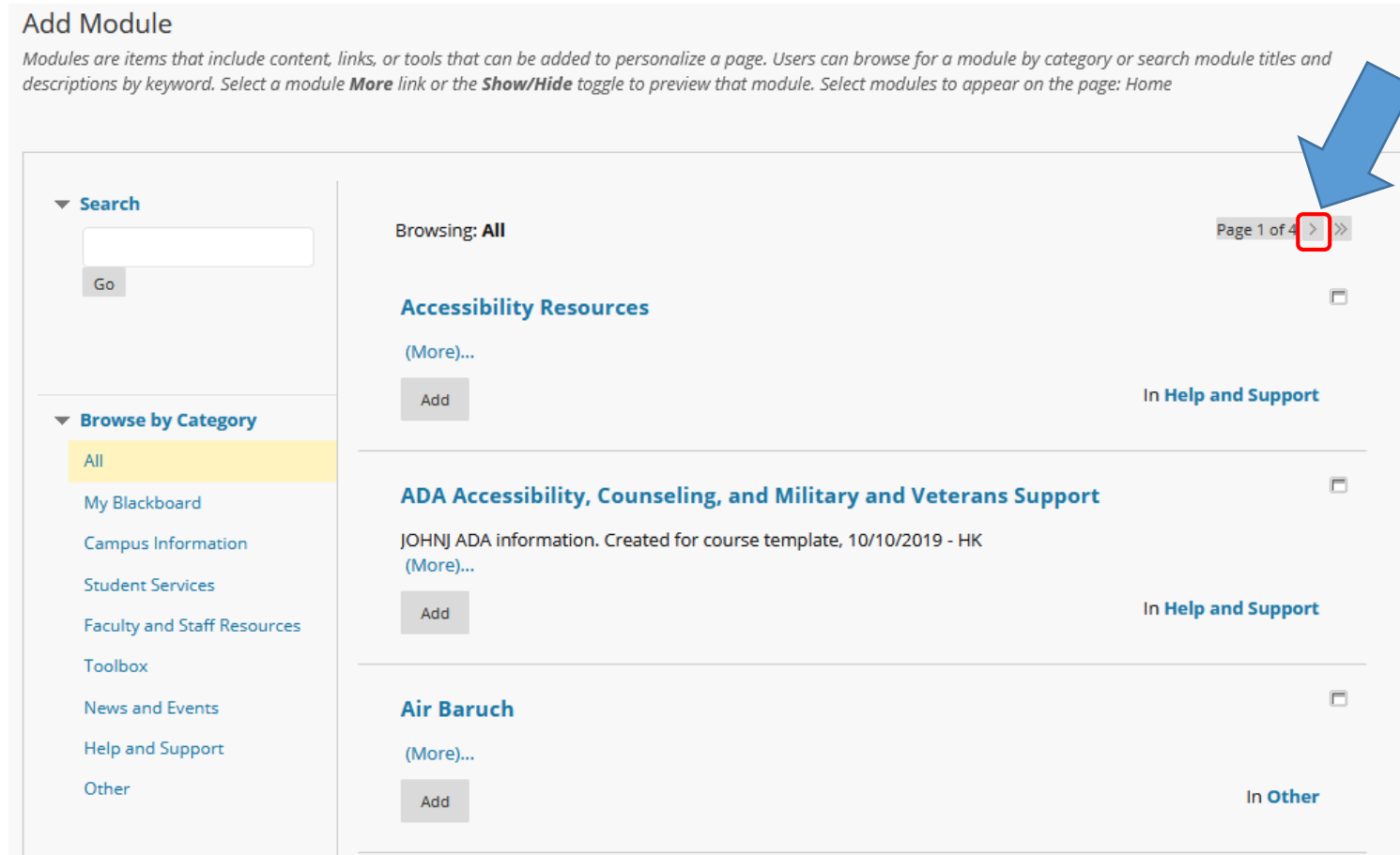
**Engle-Friedman / Tivaldo - Research Organization**

**JJC01\_John\_Jay\_Honors\_Community\_DEV**

**Masters of Mental Health Counseling Blackboard Site**

2. On the right side of this page is a list of tools. The tools are listed in alphabetical order, and the idea here is to locate the Section Merge Tool on that list. Once you locate the tool, there will be an **Add** button.

**The Section Merge Tool is on the 3<sup>rd</sup> page of the list.** To navigate to the 3<sup>rd</sup> page, please click the arrow marked in red below, until you are on **Page 3 of 4**.



The screenshot shows the 'Add Module' interface. On the left, there is a search bar and a 'Browse by Category' list with 'All' selected. The main area displays a list of modules. The first module is 'Accessibility Resources', the second is 'ADA Accessibility, Counseling, and Military and Veterans Support', and the third is 'Air Baruch'. Each module has an 'Add' button and a location indicator. At the top right of the module list, there is a pagination control showing 'Page 1 of 4' with a right-pointing arrow highlighted in red. A blue arrow points to this red arrow.

**Add Module**

Modules are items that include content, links, or tools that can be added to personalize a page. Users can browse for a module by category or search module titles and descriptions by keyword. Select a module **More** link or the **Show/Hide** toggle to preview that module. Select modules to appear on the page: Home

▼ **Search**

Go

▼ **Browse by Category**

- All
- My Blackboard
- Campus Information
- Student Services
- Faculty and Staff Resources
- Toolbox
- News and Events
- Help and Support
- Other

Browsing: All

Page 1 of 4 >>

**Accessibility Resources**

(More)...

Add In Help and Support

**ADA Accessibility, Counseling, and Military and Veterans Support**

JOHNJ ADA information. Created for course template, 10/10/2019 - HK

(More)...

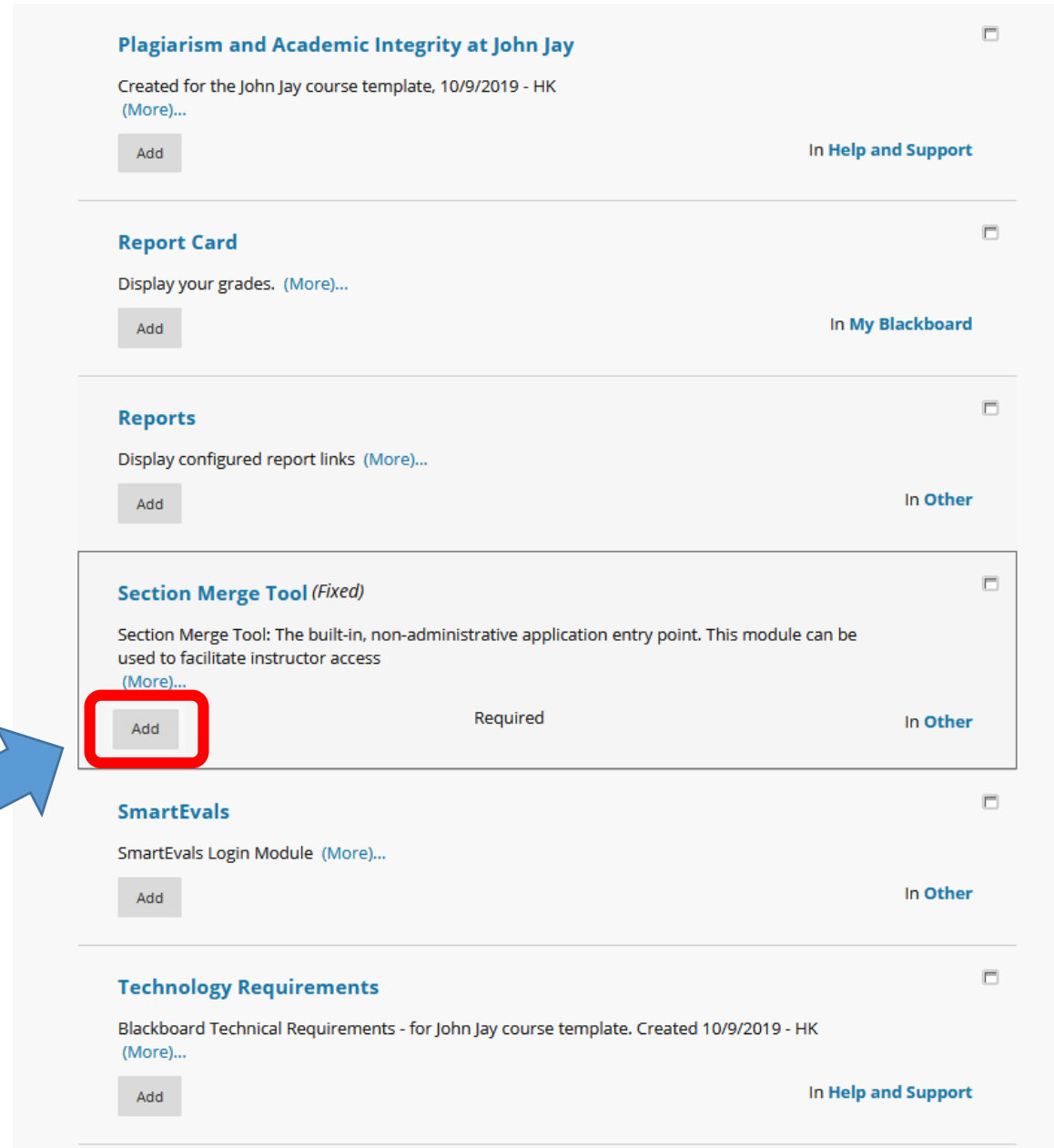
Add In Help and Support

**Air Baruch**

(More)...

Add In Other

3. Once you see the **Section Merge Tool** will appear on the right. Click **Add**.



The screenshot displays a list of modules for a course template. The 'Section Merge Tool' module is highlighted with a red box around its 'Add' button, and a blue arrow points to it from the left. The 'Section Merge Tool' module is marked as 'Required' and is located 'In Other'. Other modules include 'Plagiarism and Academic Integrity at John Jay', 'Report Card', 'Reports', 'SmartEvals', and 'Technology Requirements', each with an 'Add' button and a location indicator.

Module Name	Description	Location	Required
Plagiarism and Academic Integrity at John Jay	Created for the John Jay course template, 10/9/2019 - HK (More)...	In Help and Support	No
Report Card	Display your grades. (More)...	In My Blackboard	No
Reports	Display configured report links (More)...	In Other	No
Section Merge Tool (Fixed)	Section Merge Tool: The built-in, non-administrative application entry point. This module can be used to facilitate instructor access (More)...	In Other	Yes
SmartEvals	SmartEvals Login Module (More)...	In Other	No
Technology Requirements	Blackboard Technical Requirements - for John Jay course template. Created 10/9/2019 - HK (More)...	In Help and Support	No

4. Go back to your **Home Page**. Click **Home** in the top left as a shortcut back to your **Home Page**.

**Home** Add Module

**Add Module**  
Modules are items that include content, links, or tools that can be added to personalize a page. Users can browse for a module by category or search module title. Select modules to appear on the page: Home

▼ **Search**

Section

▼ **Browse by Category**

- All
- My Blackboard
- Camous Information

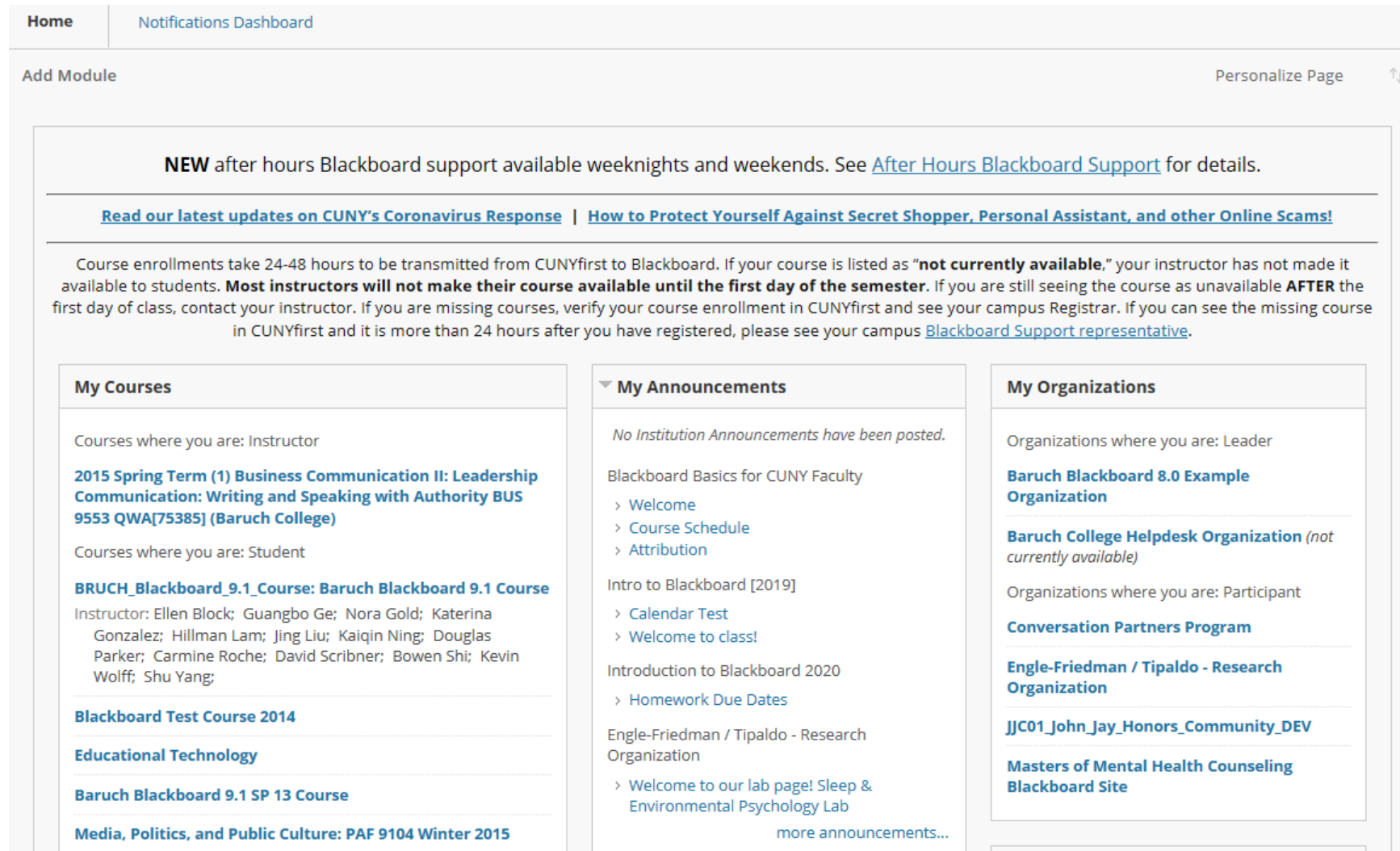
Search Results for "**Section**"

**Section Merge Tool**

Section Merge Tool: The built-in, non-administrative application entry point. This module (More)...

Required

5. From the **Home Page** (shown below), locate the **Section Merge Tool** module. You may need to scroll down on this page to locate it.



The screenshot shows the Blackboard Home Page interface. At the top, there are tabs for "Home" and "Notifications Dashboard". Below the tabs is a navigation bar with "Add Module" on the left and "Personalize Page" on the right. A central announcement banner reads: "NEW after hours Blackboard support available weeknights and weekends. See [After Hours Blackboard Support](#) for details." Below this is a link to "Read our latest updates on CUNY's Coronavirus Response | How to Protect Yourself Against Secret Shopper, Personal Assistant, and other Online Scams!". A paragraph of text follows: "Course enrollments take 24-48 hours to be transmitted from CUNYfirst to Blackboard. If your course is listed as 'not currently available,' your instructor has not made it available to students. **Most instructors will not make their course available until the first day of the semester.** If you are still seeing the course as unavailable **AFTER** the first day of class, contact your instructor. If you are missing courses, verify your course enrollment in CUNYfirst and see your campus Registrar. If you can see the missing course in CUNYfirst and it is more than 24 hours after you have registered, please see your campus [Blackboard Support representative](#)."

The page is divided into three main columns:

- My Courses:** Lists courses where the user is an instructor (e.g., "2015 Spring Term (1) Business Communication II: Leadership Communication: Writing and Speaking with Authority BUS 9553 QWA[75385] (Baruch College)") and where they are a student (e.g., "BRUCH\_Blackboard\_9.1\_Course: Baruch Blackboard 9.1 Course").
- My Announcements:** Shows a message "No Institution Announcements have been posted." and lists various announcements such as "Blackboard Basics for CUNY Faculty" and "Intro to Blackboard [2019]".
- My Organizations:** Lists organizations where the user is a leader (e.g., "Baruch Blackboard 8.0 Example Organization") and a participant (e.g., "Conversation Partners Program").

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## 6. Within the *Section Merge Tool* Module, click the link titled *Click Here to Create and Manage Merged Courses*.

Blackboard Basics for CUNY Faculty

▼ **Tools**

- Announcements
- Calendar
- Tasks
- My Grades
- Personal Information
- Enterprise Surveys
- Course Materials
- Goals
- Application Authorization
- Update Email
- Goal Performance


▼ **Section Merge Tool**

The Course Merge Tool allows you to "merge" two or more courses that you are teaching into a single course that contains enrollments for all of the users that are enrolled in any of the "merged" courses.

[Click Here to Create and Manage Merged Courses](#)

▼ **Course Search**

▼ **Search the Web**




Check your e-mail address on file with Blackboard to avoid any problems with receiving e-mails from your professors. Under the **Tools** section on the left-hand side of this home page, click **Update Email**. Please make sure your e-mail address has the following format: **firstname.lastname@baruchmail.cuny.edu**.

For Baruch Announcements, please click the Baruch College tab at the top or [click here](#).

For help with Blackboard, please click the Help tab at the top or [click here](#).

▼ **Organization Search**

▼



**Dropbox** Claim your free Dropbox account by visiting [dropbox.cuny.edu](#) and entering your CUNY Login (@login.cuny.edu) credentials.

**CUNY SUMMER SESSION** Register for CUNY Summer Session

**Enough is Enough** Combating Sexual Misconduct If you have experienced sexual misconduct, including sexual harassment or assault, or if you wish to report a sexual misconduct incident, click [here](#) for CUNY's policies, support programs, and resources.

### ▼ **Section Merge Tool**

The Course Merge Tool allows you to "merge" two or more courses that you are teaching into a single course that contains enrollments for all of the users that are enrolled in any of the "merged" courses.

[Click Here to Create and Manage Merged Courses](#)



## 7. Click **Setup New Merged Course**.

**Home**   Manage Merged Courses

### Manage Merged Courses

*Listed below are the merged courses in which you are enrolled as an instructor. Click the "Setup New Merged Course" button in the action bar below to setup a new merged course.*

*You are currently logged in as a System Administrator. If you wish to enter the administrative workflow (instead of the instructor workflow) click [here](#).*

**Setup New Merged Course**



*No merged courses to display.*

8. Here you will see a list of all of the courses you are currently teaching, and any courses you have taught in previous semesters


Please note that you can sort the list of courses you see by the Headers circled in red below. Sorting by **ID** and **Name** is most useful. You can sort by **Ascending** or **Descending** order by clicking the **title of the header of each column** (e.g., clicking NAME or ID).

Select Courses to Merge

Select the courses you wish to merge into a single course by checking the box that appears on the left hand side of the row for a given course. You can select more than one course in this step. At the bottom of the page to move to the next step in this workflow. The "Cancel" button will abort the process and return you to the previous page without saving any changes.

SELECTION	ID	NAME 	MERGE TYPE	TYPE	INSTRUCTOR USERNAME
<input type="checkbox"/>	 <a href="#">BAR01_BB_Intro_1192_1</a>	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETA [90090] (Baruch College)	NONE	Course	23521590
<input type="checkbox"/>	<a href="#">BAR01_JPW_GRADING_1192</a>	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETB [90092] (Baruch College)	NONE	Course	23521590
<input type="checkbox"/>	<a href="#">BAR01_Test_Course_2018</a>	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETC [90091] (Baruch College)	NONE	Course	23521590
<input type="checkbox"/>	<a href="#">BAR01_ADMIN_TEST_1202_1</a>	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETD [90093] (Baruch College)	NONE	Course	23521590
<input type="checkbox"/>	<a href="#">BAR01_ASSESSMENT_ACCREDITATION_INST...</a>	Assessment, Accreditation, and Institutional Effectiveness	NONE	Organization	10998730 23521590

9. Click the **box to the left** of each course whose roster you want to merge into a singular course that will contain the rosters of all four sections.

SELECTION	ID	NAME 	MERGE TYPE
<input type="checkbox"/>	<span style="color: red;">✗</span> BAR01_BB_Intro_1192_1	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETA [90090] (Baruch College)	NONE
<input checked="" type="checkbox"/>	BAR01_JPW_GRADING_1192	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETB [90092] (Baruch College)	NONE
<input checked="" type="checkbox"/>	BAR01_Test_Course_2018	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETC [90091] (Baruch College)	NONE
<input checked="" type="checkbox"/>	BAR01_ADMIN_TEST_1202_1	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETD [90093] (Baruch College)	NONE

Scroll down to the bottom of the page, and click **Submit** to move on to the next step.

Page 1 of 2 > >>

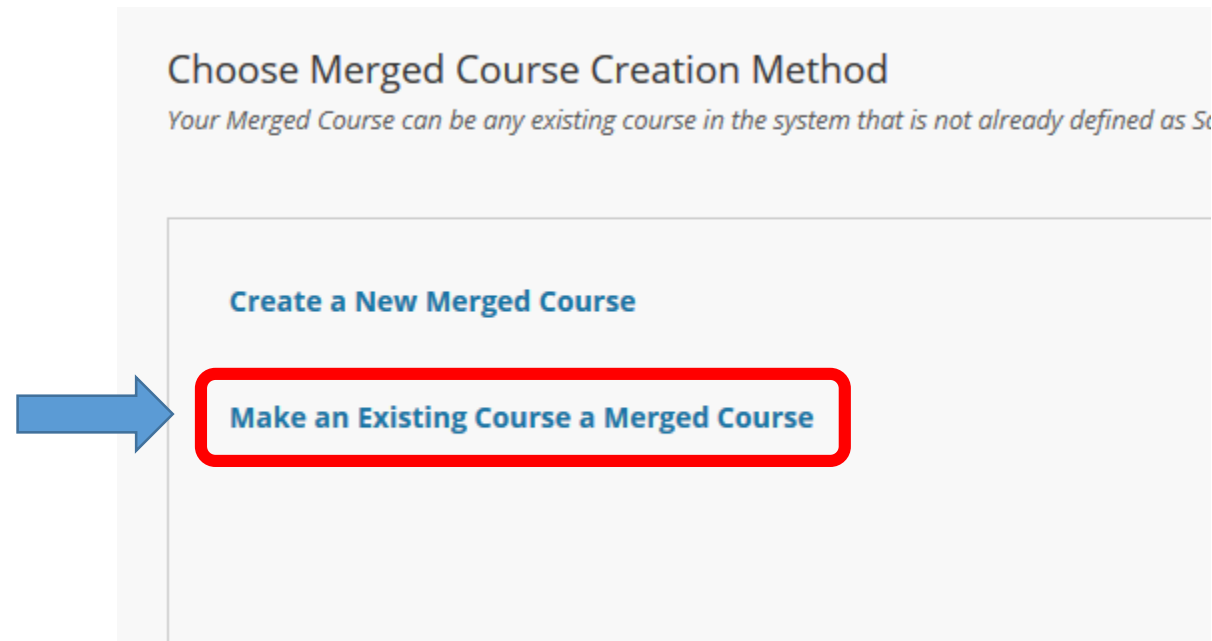
Displaying 1 to 25 of 33 items

Show All Edit Paging...

**Submit**

10. If you are brought to this page, select ***Make an Existing Course a Merged Course***.

**If you do not see this page that is OK! Please go to the next step.**




11. Click **Selection circle** next to the **Merged course** of your choosing. Then scroll to the bottom of the web page and click **Submit**. You will be asked to confirm your merging process by clicking **OK**.

### Select an Existing Course

Select an existing course to act as a Merged Course for your previously selected Source Course(s). Only one course that is not already defined as a Source Course can be chosen in this step. Once you have identified a course that will act as a Merged Course, click the radio button that appears on the left-hand side of the row for the appropriate course, and click the "Submit" button that appears at the bottom of the page. This step will complete the process of creating a Merged Course.

Page 1 of 2 > >>

SELECTION	ID	NAME 	MERGE TYPE	TYPE	INSTRUCTOR USERNAME	ASSOCIATED COURSES	COMMENTS
<input checked="" type="radio"/>	BAR01_BB_Intro_1192_1	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETA [90090] (Baruch College)	NONE	Course	23521590		
<input type="radio"/>	BAR01_JPW_GRADING_1192	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETB [90092] (Baruch College)	NONE	Course	23521590		
<input type="radio"/>	BAR01_Test_Course_2018	2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETC [90091] (Baruch College)	NONE	Course	23521590		

Page 1 of 2 > >>

Displaying 1 to 25 of 33 items | Show All | Editing...

Cancel

12. Success! You have completed the **Section Merge** process on Blackboard. You may confirm this by going to your **Merged course**, and viewing the roster there.

Click **Home** in the top right to go back to your **Home Page** and **My Courses** list.

Home Manage Merged Courses Manage Merged Course: BAR01\_BB\_Intro\_1192\_1

Merged Course [BAR01\_BB\_Intro\_1192\_1] was successfully associated with Source Course(s) [BAR01\_ADMIN\_TEST\_1202\_1, BAR01\_JPW\_GRADING\_1192, BAR01\_Test\_Course\_2018].

### Manage Merged Course: BAR01\_BB\_Intro\_1192\_1

The current Source Courses are shown in the list below. If you wish to disassociate any Source Course(s) from this Merged Course, simply click the "Disassociate Course" button that appears on the right side of the row.

Add Additional Source Courses

ID	NAME	MERGE TYPE	TYPE	INSTRUCTOR USERNAME	ACTIONS
<a href="#">BAR01_JPW_GRADING_1192</a>	2020 Fall Term (1) Intro to Blackboar...	SOURCE	Course	23521590	<a href="#">Disassociate</a>
<a href="#">BAR01_Test_Course_2018</a>	2020 Fall Term (1) Intro to Blackboar...	SOURCE	Course	23521590	<a href="#">Disassociate</a>
<a href="#">BAR01_ADMIN_TEST_1202_1</a>	2020 Fall Term (1) Intro to Blackboar...	SOURCE	Course	23521590	<a href="#">Disassociate</a>

Displaying 1 to 3 of 3 items | [Show All](#) | [Edit Paging...](#)

**The roster and grade center of the Merged Course will now contain ALL of the students from sections NETA, NETB, NETC, and NETD.**