Merging Courses in Blackboard

Blackboard course sites are created for all courses listed with the Registrar's office. If you are teaching cross-listed courses or multiple sections of a course, each course/section has a separate site.

If you want to use a single site for multiple sections or courses, we have a building block, Course Enrollments Merge tool, in Blackboard that will allow you to merge the enrollments into a single site.

To Merge Courses in Blackboard:
Select a course that will be the parent course - the site that you will make available to students in multiple sections or courses. Enter the parent site and expand the course tools section of the control panel.

Find the Merge Course Enrollments tool and click on the link.
Click on the link “Merge Section Enrollments into this Course”

Modify the name of the parent course to identify it as containing multiple sections - Do not use Merged in the name because the child courses will have Merged appended to their course names.

Select additional sections or courses you are teaching to add enrollments to the parent course.

Click submit to merge the enrollments into the parent course.

The parent course will have an additional grade center column indicating the course/section the student is registered for. You can use this column to create custom Grade Center views showing the students in a single section/course.