

Merging Blackboard Courses

What is Course Merge?

The **Course Merge Tool** allows you to merge enrollments from two or more Blackboard courses for which you are the instructor. **Course Merge** incorporates **COURSE ENROLLMENTS** only; it does **NOT** merge **COURSE CONTENT**. Changes made to content in one merged course site are not reflected in the other merged course sites. Once courses have been merged, students in all the merged courses can access the same Blackboard course site. This site should contain content meant for all students and can also be used to communicate with all students in all the merged classes. If you create a **master course** (see below), you can also maintain individual Blackboard sites for each course section, which can be used for section-specific content and communication.

The **Course Merge Tool** can be useful when you are teaching:

- a. a course that is listed across departments;
- b. multiple sections of the same course;
- c. a lecture course with several lab or recitation sections;
- d. a course that is cross-listed in CUNY (e.g., a course cross-listed at Hunter College and at the Graduate Center).

Before You Start

1. **Make sure you are listed as an instructor on all the Blackboard courses you want to merge.** If you are not already listed as an instructor, you can ask your department to list you as the instructor of record or you can ask the existing instructor to add you as a co-instructor.
2. **Determine which course will be your target course.** You must select one course as the **target** course, into which to merge one or more **source** courses. If you are teaching a cross-listed class, any of your sections could be used as the **target** course. Keep in mind that only enrollments will be merged; no content will be copied from the **source** to the **target** when you merge the courses. If you are teaching a large multi-section course, you may need to request a **master course site** to use as your **target** course (see sidebar).

What is a master course?

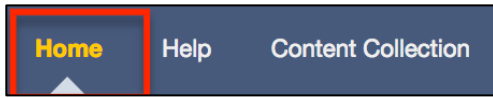
If you are teaching a large, multi-section course, we often recommend using a **master course** as your target course. Using a master course allows you to maintain a single Blackboard site for all merged course sections, while at the same time maintaining separate sites for each individual section. The master site can be used for common course content and communication, while the separate sites can be used for section-specific content and communication.

In contrast, when you merge courses without using a master course, you must use one of your course sections as the target course. In this case, you do not have the option of maintaining separate Blackboard sites for each course section. We generally recommend using this method for cross-listed courses.

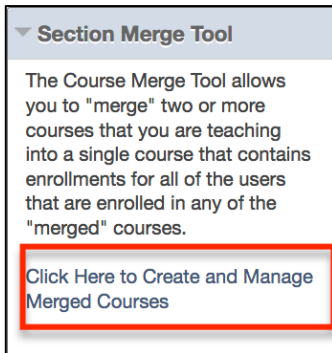
For more information, or to request a **master course site**, email bb@hunter.cuny.edu with the course name and number. It may take up to 24 – 48 hours for a master course site to be fully processed and available for use.

Merging Your Courses

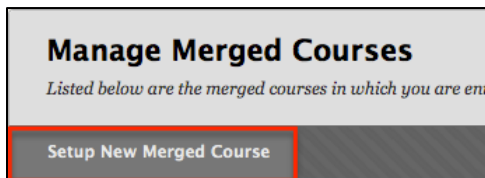
1. Locate the **Course Merge Tool** on **Home** Blackboard tab.



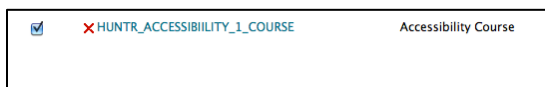
2. Click on the **Click Here to Create and Manage Merged Courses** link.



3. **Create a new merged course:** You will see the **Manage Merged Courses** page. This page will be blank if you have not yet merged any courses. To merge new courses, click on the **Setup New Merged Course** button.



4. **Select the source courses:** You will see the **Select Courses to Merge** page, which lists all the classes you are teaching. Check the box next to the class or classes you wish to merge, with the exception of the course you decided would be the **Target Course** in the **Before You Start** section of this document.



NOTE: If you are teaching a large number of classes, you may need to go through several screens to find the **Source Courses** you wish to merge. If the courses you wish to merge are on multiple pages, you will need to merge additional courses at a later time (see the **Merging Additional Courses** section later in this document), since you can only select courses on one page at a time. When you are done, click the **Submit** button at the bottom of the page.

NOTE: You may need to scroll horizontally to locate the **Submit** button.

5. **Select the target course:** You will now see the **Select an Existing Course** page. Select the class into which you will merge the **source courses** (i.e., the **target course**). Click **Submit** at the bottom of the page. **NOTE:** If you plan to use a **master course** as the **target**, you must have the **master course** created by the Blackboard support team prior to this step (see the **Before You Start** section of this document).

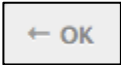
Select an Existing Course

Select an existing course to act as a Merged Course for your previously selected Source Course(s). Only one identified a course that will act as a Merged Course, click the radio button that appears on the left-hand side of the page. This step will complete the process of creating a Merged Course.

Selection	Id	Name
<input checked="" type="radio"/>	HUNTR_VKUDRITSKIY_TEST_COURSE	Victoria's Test Course

6. Blackboard will display a receipt telling you that the course merge was successful.

Merged Course [HUNTR_VKUDRITSKIY_TEST_COURSE] was successfully associated with Source Course(s) [HUNTR_ACCESSIBILITY_1_COURSE].

Click the  button to see how your courses have been merged.

7. **Go through the steps in the After the Merge section of this document:** The course merge is complete, but there are some critical steps you must take to work successfully with your merged courses. You may also merge additional courses at this point, if necessary.

After the Merge

After the courses have been merged, students will be enrolled in both the course they registered for and the merged (or **target**) course. **NOTE:** Enrollments may not be merged immediately. If you notice that students are missing from any of the merged courses, check the enrollments again the afternoon of the next day. Merging does not affect course content; if content is updated in the **target** course, it is not updated in the **source** courses (or vice versa).

1. **Confirm that the courses have been merged.** **NOTE:** You will not see any indication in the **My Courses** module that the courses have been merged. You can view a list of merged courses by returning to the **Course Merge Tool**. The **target or merged course** appears in the left column and all **source courses** that were merged with it appear in the right column.

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.

Setup New Merged Course

Id	Name	Merge Type	Type	Instructor Username	Source Courses
HUNTR_VKUDRITSKIY_TEST_COURSE	Victoria's Test Course	TARGET	Course	20021104100748035737 20060610032209678999 20070304155216873205 20070920022748230222 20080112023204830594 20090227023507680034	✗ HUNTR_ACCESSIBILITY_1_COURSE

Target Course (pointing to HUNTR_VKUDRITSKIY_TEST_COURSE)

Source Course (pointing to HUNTR_ACCESSIBILITY_1_COURSE)

To confirm that the students from the source courses have been enrolled, you can also view a list of students by clicking on **Memberships** button.

Id	Name	Merge Type	Type	Instructor Username	Source Courses	Actions
HUNTR_VKUDRITSKIY_TEST_COURSE	Victoria's Test Course	TARGET	Course	20021104100748035737 20060610032209678999 20070304155216873205 20070920022748230222 20080112023204830594	✗ HUNTR_ACCESSIBILITY_1_COURSE	Memberships Modify

Or go to the course control panel and select **Users and Groups**. Click on **Users**. Use the **Search** function to view a list of everyone enrolled in the course. This list will not tell you which **source course** the students are enrolled in.

2. **Determine whether the source courses should be available to students.**

If you have merged several cross-listed sections of the same course, make the target course available and the source courses unavailable, so that students see only the target course. In this case, be sure to rename the target course (see step 3).

If you have created a master course site, you may want to use the master (**target**) site for shared materials across class sections and use the source courses for content or activities in specific recitation sections. In this case, both the target and the source courses should be made available to students.

3. **Rename the target course.** (**NOTE:** This step is not necessary if the **target** is a **master course**).

Students in the source courses you have merged will now see the target course, for which they did not register, in their **My Courses** module. To avoid confusion, we recommend that you rename the target course to indicate to students that it is a merged course that includes the course for which they did register. To change the name of the target course:

1. Go to the **Control Panel** and click on the **Properties** link under **Customization**.

2. Type the desired course name in the **Course name** field and click the **Submit** button.

Merge additional courses

If you need to merge additional courses or course sections at a later time, follow the steps below:

1. Go to the **Manage Merged Courses** page and find the merged course to which you wish to add more courses. Click the **Modify** button on the right side of the screen.

id	Name	Merge Type	Type	Instructor Username	Source Courses	Actions
HUNTR_VKUDRITSKIY_TEST_COURSE	Victoria's Test Course	TARGET	Course	20021104100748035737 20060610032209678999 20070304155216873205	✗ HUNTR_ACCESSIBILITY_1_COURSE	Memberships Modify

2. Click on the **Add Additional Source Courses** link.



Disassociate (Unmerge) course sections

You can “unmerge” course sections by disassociating them from the **target** course.

1. Go to the **Manage Merged Courses** page and find the merged course to which you wish to remove courses. Click the **Modify** button on the right side of the screen.

id	Name	Merge Type	Type	Instructor Username	Source Courses	Actions
HUNTR_VKUDRITSKIY_TEST_COURSE	Victoria's Test Course	TARGET	Course	20021104100748035737 20060610032209678999 20070304155216873205	✗ HUNTR_ACCESSIBILITY_1_COURSE	Memberships Modify

2. Click on the **Disassociate** button to the right of the course name.

id	Name	Merge Type	Type	Instructor Username	Actions
✗ HUNTR_ACCESSIBILITY_1_COURSE	Accessibility Course	SOURCE	Course	20070920022748230222 20100113084436580099	Disassociate

3. You will see a message letting you know that the selected course has been disassociated from the target course. Click **OK** to return to the **Manage Merge Course** page. The **source** course you disassociated will no longer appear on the **Manage Merge Course** list. **NOTE: When you disassociate a course, student enrollments may be temporarily disabled. If this occurs, enrollments will be restored within approximately 24 hours, when Blackboard updates its records from CUNYfirst.**

If you have further questions, faculty members can email bb@hunter.cuny.edu or contact the [Technology Resource Center](#) at 212-650-3358 and students can contact the Student Help Desk at (212) 650-EMAIL (3624) or studenthelpdesk@hunter.cuny.edu.