How to Merge Course Sections on Blackboard

The first 3 steps in the guide teach you how to add the Section Merge Tool to your Home Page.

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 Screenshot](image)

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**.
2. In the **Search** bar on the right, type “*Section*”, and click **Go**.
3. The **Section Merge Tool** will appear on the right. Click **Add**.
4. Go back to your **Home Page**. Click **Home** in the top left as a shortcut back to your **Home Page**.
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.
6. Within the **Section Merge Tool** Module, click the link titled **Click Here to Create and Manage Merged Courses.**
7. Click **Setup New Merged Course**.
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).

<table>
<thead>
<tr>
<th>SELECTION</th>
<th>ID</th>
<th>NAME</th>
<th>MERGE TYPE</th>
<th>TYPE</th>
<th>INSTRUCTOR USERNAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>BAR01_BB_Intro_1192_1</td>
<td>2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETA (90090) (Baruch College)</td>
<td>NONE</td>
<td>Course</td>
<td>23521590</td>
</tr>
<tr>
<td></td>
<td>BAR01_JPW_GRADING_1192</td>
<td>2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETB (90092) (Baruch College)</td>
<td>NONE</td>
<td>Course</td>
<td>23521590</td>
</tr>
<tr>
<td></td>
<td>BAR01_Test_Course_2018</td>
<td>2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETC (90091) (Baruch College)</td>
<td>NONE</td>
<td>Course</td>
<td>23521590</td>
</tr>
<tr>
<td></td>
<td>BAR01_ADMIN_TEST_1202_1</td>
<td>2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETD (90093) (Baruch College)</td>
<td>NONE</td>
<td>Course</td>
<td>23521590</td>
</tr>
<tr>
<td></td>
<td>BAR01_ASSESSMENT_ACCREDITATION_INSTITUTE</td>
<td>Assessment, Accreditation, and Institutional Effectiveness</td>
<td>NONE</td>
<td>Organization</td>
<td>10998730 23521590</td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>SELECTION</th>
<th>ID</th>
<th>NAME</th>
<th>MERGE TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>☑️ BAR01_BB_Intro_1192_1</td>
<td>2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETA [90090] (Baruch College)</td>
<td>NONE</td>
</tr>
<tr>
<td></td>
<td>☑️ BAR01_JPW_GRADING_1192</td>
<td>2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETB [90092] (Baruch College)</td>
<td>NONE</td>
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<tr>
<td></td>
<td>☑️ BAR01_Test_Course_2018</td>
<td>2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETC [90091] (Baruch College)</td>
<td>NONE</td>
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<tr>
<td></td>
<td>☑️ BAR01_ADMIN_TEST_1202_1</td>
<td>2020 Fall Term (1) Intro to Blackboard Administration IBA 1001 NETD [90093] (Baruch College)</td>
<td>NONE</td>
</tr>
</tbody>
</table>

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

![Manage Merged Course](image_url)

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