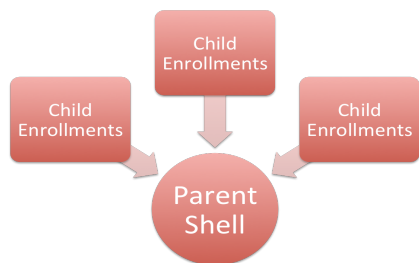


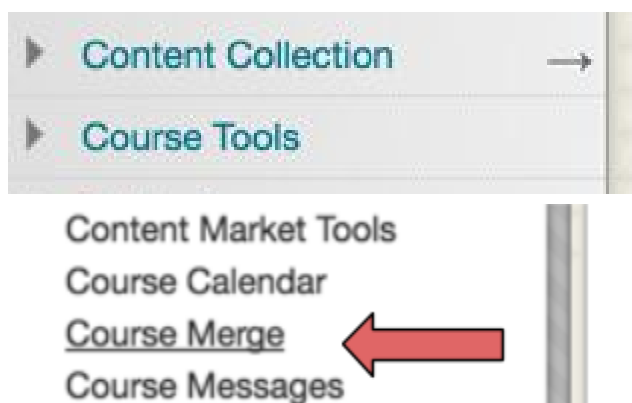
# How to merge courses in Blackboard



Merging courses allows instructors to manage multiple sections from one shell. When merging sections the instructor will identify one of the sections to be the primary or 'parent' course and all enrollments from the sections known as 'child' courses will be merged into the parent.

## To merge a course:

Access the course you wish to act as the 'parent' course -- this is the course that contains content and will be the main section the course is managed from-- and go to the Course Management Control Panel to expand the Course Tools menu. Select *Course Merge* from the drop-down.



Select the link to manage merged sections.

should add content to only the parent course.

Select/unselect one or more child courses to merge with Dev-facultyguide: Exa

Place a check mark next to the sections you wish to merge into the parent course. Press *Next*.

### Merge/Un-Merge Blackboard Courses

Child Course	Child Status	Course Id
<input checked="" type="checkbox"/>	Add Child (Pending)	201560_CRJU_2300_9U0
<input type="checkbox"/>		201560_ACCT_2310_9U1

Confirm the selected child courses. Press *Update Children*.



