

# Course Merge

TECH TIP  
BLACKBOARD

WHAT ARE THE IMPLICATIONS  
WHAT DO I NEED TO KNOW  
HOW CAN I DO IT

LEHMAN ONLINE



Are you teaching multiple sections of the same course or a course that is cross-listed? Is the content the same? Do you want to post course materials only once?

The Course Merge Tool allows you to combine the enrollments from multiple courses into a single merged Blackboard course. You can then post materials only once for all enrolled students to see. The Course Merge Tool copies the student enrollments from one or more "child/source" courses into a "parent/target" course.

## What are the implications?

- If you have high enrollments in the courses you plan on merging, it might become more difficult to manage student work and facilitate conversations.
- If you are using Blackboard to primarily post course materials, then merging cross-listed sections or multiple sections of the same course can save you time.

## What do I need to know?

- *Source Course*: you select the Source Course/s first. The intention is to merge the enrollments from the Source Course/s to the Target Course. By default, all the courses are unavailable to students in Blackboard. After the course merge, do not make these course sections available to students. Students should not be able to go to these sections because there is no content.
- *Parent/Target Course*: you select the Parent/Target course last. This is the course where you will be posting course content. Make the Parent/Target course [available to your students](#) after the course merge.

**IMPORTANT:** If a student registers late for a Source course after you have merged courses or course sections, a student does not automatically get added to the Parent/Target course with all the content.

We advise you to monitor enrollment in the source courses on a daily basis and to contact the Blackboard Administrator, Steve Castellano, at [stephen.castellano@lehman.cuny.edu](mailto:stephen.castellano@lehman.cuny.edu) to re-merge the courses, as you do not have administrative rights, OR merge the courses after the ADD/DROP date.

## How can I do it?

Use the CUNY step-by-step instructions <http://www2.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/cis/core-functions/cuny-blackboard/user-guides/faculty/using-the-section-merge-tool.pdf>