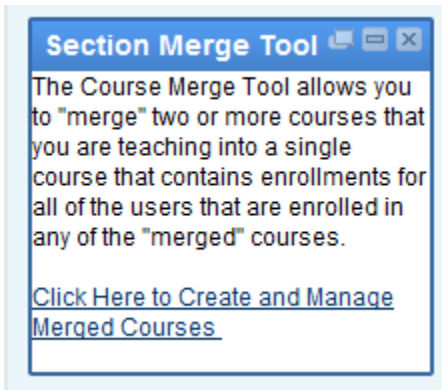


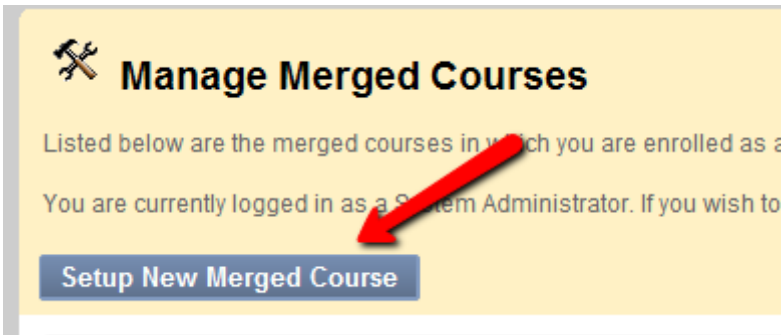
The Section Merge Tool

Merging Several Sections of a Course Into One Section

1. On the Blackboard HOME tab, click on the link in the *Section Merge Tool* module:



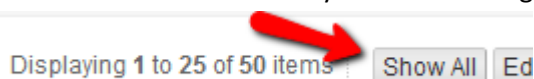
2. To create a new set of merged courses, click on the *Setup New Merged Course* link



3. You will see a list of all eligible courses to merge. Select **ALL BUT ONE** of courses you wish to merge by clicking in the boxes on the left. These are the *SOURCE* courses. In the example below, we want to merge sections 02, 03 and 04 of the course. We chose sections 02 and 03 to be merged into section 04. If the courses do not yet have content, it really doesn't matter which section received the merge (and you can change the name of the course to eliminate the section number as you will see at the end of this lesson.)

<input type="checkbox"/>	X QNS01 CSCI 212 04 1119 1	2011 Fall Term (1) Object O 04[6609] (Queens College)
<input checked="" type="checkbox"/>	X QNS01 CSCI 212 03 1119 1	2011 Fall Term (1) Object O 03[6608] (Queens College)
<input checked="" type="checkbox"/>	X QNS01 CSCI 212 02 1119 1	2011 Fall Term (1) Object O 02[6607] (Queens College)

If you do not see all the courses you want to merge, you may need to click on the *Show All* button at the bottom.



4. Click *SUBMIT* (at the bottom of the page).

- Now choose which one of the section will be the “parent” course. This section will have the enrollments (but *not* the content of all the other sections added to it.



Choose Merged Course Creation Method

Your Merged Course can be any existing course in the system that is not already defined as Sou
"Cancel" button will exit this process and return you to the "Manage Merged Courses" interface w

» **Create a New Merged Course**

» **Make an Existing Course a Merged Course**

- Find the section that was not chosen in step 3 as a source course, and click the radio button.

<input type="radio"/>	QNS01 CSCI 212 01 1119 1	2011 Fall Term (1) Obj 212 04[6609] (Queens
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- Click SUBMIT and the courses are now merged (again, enrollments are merged, not content).
- Now build course content for the Destination section (the one chosen in step 6) only.

The rest of these steps are not necessary for the merged course to work, but they will avoid some confusion on the part of students.

- Make all the SOURCE sections *unavailable* to students. Students should not be able to go to these sections because there is no content. They will see the destination section from step 6 on Bb because they are also enrolled in that section on Bb (even though they are not *registered* for that section).

Control Panel > Customization > Properties > Set Availability > No

- Change the name of the destination course to indicate that it is for all students in all sections.

Control Panel > Customization > Properties > Course Name [in this case perhaps: CSCI 212 All Sections]