Merging Blackboard Course Rosters

If you are teaching multiple sections of the same course, you can merge the enrollments of two or more classes into a single Blackboard course. A course merge does not copy any content from the original courses to the merged course, only enrollments. So if you want to copy content from any of the original courses to the merged course, you can do this after the merge using the Course Copy tool.

1. Open one of the Blackboard courses you want to merge.

   *Note: If you entered grades or collected student work in the original courses, that information will not be accessible in the merged course. It is best to merge Blackboard courses before students start any coursework. Additionally, this process combines the students from each section into one Grade Center so if you require separate Grade Centers do not merge the courses.*

2. Go to the Control Panel, click Course Tools, and select More Tools (GW).

3. On the More Tools (GW) page, click Merge Course Rosters.
4. Select **ALL** the courses you want to merge.

   **SELECT COURSES TO MERGE**

   - Courses
     - 00003_201903: Sample Course 3
     - 00004_201903: Sample Course 2
     - 00005_201903: Sample Course

   *Check two (2) or more, but less than 15 (fifteen), courses to merge into a new merged course.*

5. Enter a **Title for the merged course** and click **Submit** to continue.

   **ENTER A NAME FOR THE MERGED COURSE**

   - Merged Course Title: Sample Merged Course

   *Click Submit to proceed.*

6. On the next page, review the users to be added to the merged course and click **Submit** to finish.

   We recommend that you make only the merged course **available** to students and the original courses unavailable, so students know which Blackboard course to access.

**Update the Merged Course’s Roster**

The roster in the merged course **DOES NOT AUTOMATICALLY UPDATE** if students add or drop the class. It is best to update the merged course’s roster at regular intervals – especially during the first weeks of the semester – to ensure accuracy. To update the merged course’s roster:

1. Go to the **Control Panel**, click **Course Tools**, and select **More Tools (GW)**.

2. Click **Synchronize Merged Course Roster**.

   **Course Management**

   - **Create a Development Course**
     - Create an empty course shell in which to develop future courses.
   - **Synchronize Merged Course Roster**
     - Update this merged course’s roster with enrollment changes from parent courses.
   - **Merge Course Rosters**
     - Create a new course having enrollments of two or more courses.

3. Review the users to be added and removed and click **Submit** to finish.