Merge Course Rosters in Blackboard

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

![Enter a Name for the Merged Course](image)

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

7. 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.

*Note: 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 **Manage this Merged Course**.

3. Click **Synchronize Roster**.

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