

Merge Course Rosters in Blackboard

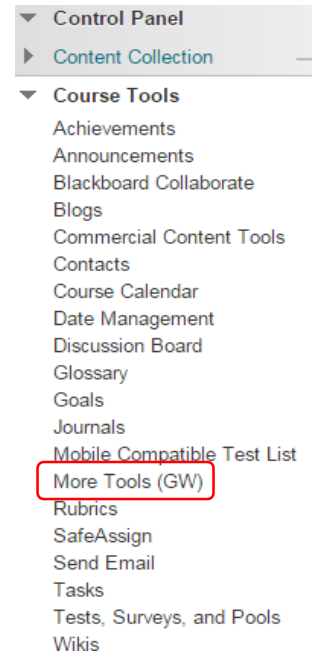
If you are teaching multiple sections of the same course, you may prefer to merge the enrollments of two or more classes into a single Blackboard course. A course merge will not copy any content from the original courses to the merged course, only enrollments. So if you want to copy content from any 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 have entered grades or collected student work in any of the original courses, you will not be able to access that information in the merged course. So, 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 use the course merge tool.

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**.



Course Management

Merge Course Rosters

Merge courses in which you are an instructor into a new course

4. Select **ALL** the courses you want to merge, enter a **Title**, and then click **Submit** to continue.

Merge Course Rosters

SELECT COURSES TO MERGE

- Training Course 18
- Training Course 14
- Training Course 00
- Training Course 22

ENTER A NAME FOR THE MERGED COURSE

Merged Course Title

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel **Submit**



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

Review Merged Course

REVIEW MERGED COURSE INFORMATION

Merged Course Name	Merged Course CRN
merged course title	TRN00_TRN18_201803

REVIEW MERGED COURSE ROSTER

Name	Role
train01 ITL	Student
train02 ITL	Student
train03 ITL	Student

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel

Submit

6. Make the merged course [available](#) to students and the original courses *unavailable* so students know which Blackboard course to access.

Note: The roster in the merged course will NOT automatically update if students add or drop the class.

Go to **More Tools (GW)** in the merged course to synchronize the roster at regular intervals – especially during the first weeks of the semester – to ensure roster accuracy.

Course Management

Merge Course Rosters

Merge courses in which you are an instructor into a new course

Synchronize Merged Course Rosters

Update the roster of a merged course

Create Development Course

Create an empty course shell to develop future courses