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: 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.

   Additionally, 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.

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, enter a Title, and then click Submit to continue.
5. On the next page, review the users to be added to the merged course and click **Submit** to finish.

![Review Merged Course](image)

**Review Merged Course**

**Review Merged Course Information**

<table>
<thead>
<tr>
<th>Merged Course Name</th>
<th>Merged Course CRN</th>
</tr>
</thead>
<tbody>
<tr>
<td>merged course title</td>
<td>TRN00_TRN18_201803</td>
</tr>
</tbody>
</table>

**Review Merged Course Roster**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>train01 ITL</td>
<td>Student</td>
</tr>
<tr>
<td>train02 ITL</td>
<td>Student</td>
</tr>
<tr>
<td>train03 ITL</td>
<td>Student</td>
</tr>
</tbody>
</table>

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

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