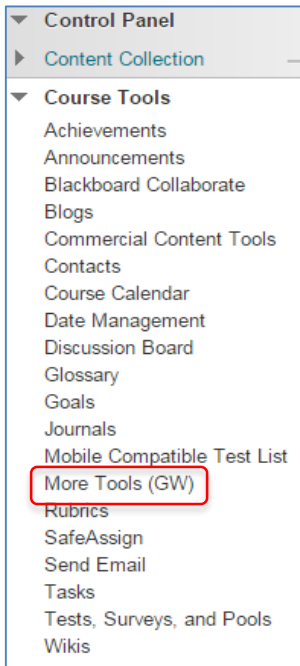
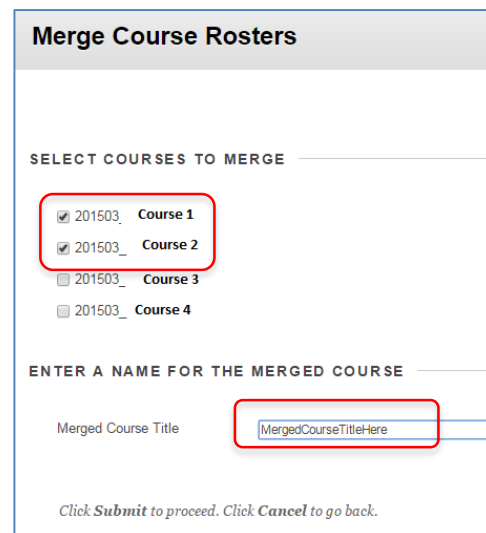
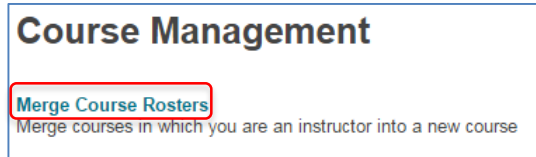


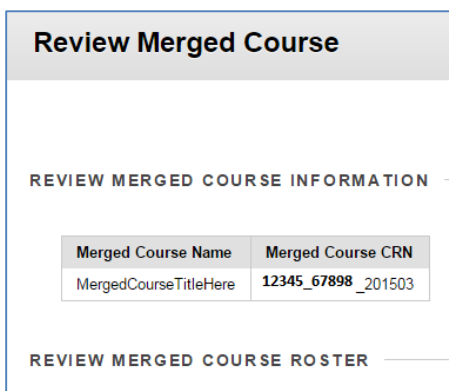
Merging Course Rosters in Blackboard



- 1) Within one of the courses you wish to merge, click on **Control Panel**, **Course Tools**, and **More Tools (GW)**. Since a merged course is blank, it is recommended that the merge occur prior to content being uploaded to individual courses.
- 2) On the More Tools (GW) page, click **Merge Course Rosters**.
- 3) Choose all courses to be merged.
- 4) Enter a name for the course. Then Click **Submit**.



- 5) You will see a review page with the name of the merged course and an updated roster based on all separate courses selected. When you click **Submit**, the merge occurs.



Please note that the roster in the merged course will **NOT** update automatically.

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

Synchronize Merged Course Rosters
Update the roster of a merged course