

Section Merge Tool

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The Section Merge Tool is useful if an instructor is teaching multiple sections of the same course or a course that is cross listed. It allows the instructor to merge courses together and use one of the sections as a Target course where all students reside, and all course materials should be housed.

Special Note: A section merge **only** merges student enrollment, it does not bring over any course materials. Performing the section merge does not automatically rename the **Target course** to reflect the merge. This needs to be done manually, instructions for updating a course name are on the last page of this document.

Accessing Section Merge Tool

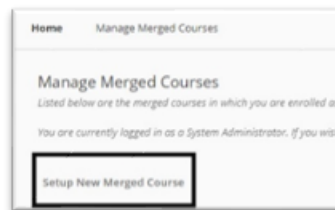
1. On the Blackboard **HOME** tab, click on the **Create and Manage Merged Courses** link in the **Section Merge Tool** module.



Note: If you do not see the **Section Merge Tool Module** on the Home tab of Blackboard, click on the **Add Module button** on the top left of the screen. On the Add Module page, scroll to bottom of page and select **Show all button**. Scroll down the page until you find **Section Merge Tool (listed in alphabetical order)** and press the **Add** button. **Press OK** in the lower right corner to return to Home Tab. If you do not see the Section Merge Tool module on the Add Module page, contact your Blackboard Admin

Selecting Source Course

2. To select your Source course, click **Setup New Merged Course** button



3. On the **Select Courses to Merge** page, select **ONLY** the **Source course(s)** by selecting the boxes to the left of the Course ID.

Note: Source courses are the sections which will be merged into the **Target course**

In the example below, merge **Sections 08, 26** into **Section 02**. Section 02 will be our **Target Course**. **Do not check off the box of your Target Course on this page**. Also make sure you are selecting the **correct semester** for each section

<input type="checkbox"/>	X JJC01_ENG_101_02_1179_1	2017 Fall Term based Writing C
<input checked="" type="checkbox"/>	X JJC01_ENG_101_08_1179_1	2017 Fall Term based Writing C
<input checked="" type="checkbox"/>	X JJC01_ENG_101_26_1179_1	2017 Fall Term based Writing C

Note: If you do not see all the courses you want to merge, you may need to click on the **Show All button** at the bottom of the page.

4. Click **SUBMIT** at the bottom of the page.

Selecting Target Course

5. On the **Select Existing Course page**, select your Target course by clicking on the **circle radio button on the left**. This is where all students will be enrolled, and all materials will be housed

Select an Existing Course

Select an existing course to act as a Merged Course for your previously selected Source Course(s). Only one course that is not the radio button that appears on the left-hand side of the row for the appropriate course, and click the "Submit" button that

SELECTION	ID	NAME
<input checked="" type="radio"/>	JJC01_PAD_744_999_1159_8W2	2023Fall Term (8W2) Capital and Operational Budgeting and Fiscal Management PAD 744 999[88505] (John Jay College)
<input type="radio"/>	JJC01_PAD_705_999_1159_8W2	2023Fall Term (8W2) Organization Theory and Management PAD 705 999[88502] (John Jay College)

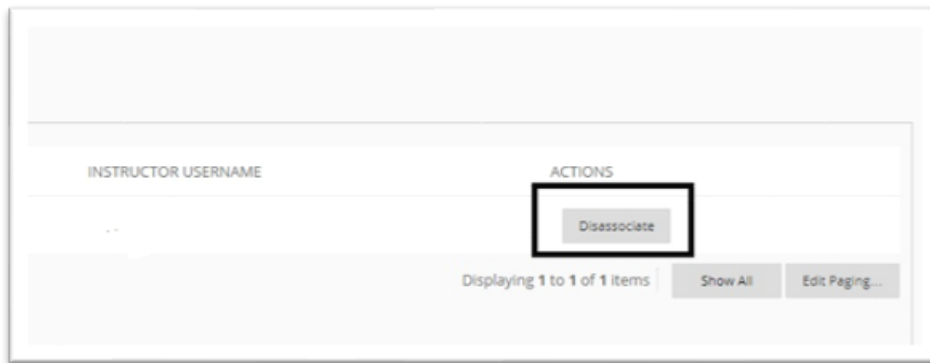
7. Click **SUBMIT** to complete the merge process

Section Merge Complete

8. Once the Section Merge is complete, a page will display that shows the **Target course** at the top and your **Source course(s)** listed below that. If you accidentally select the wrong courses to merge, there is a Disassociate button that will undo this process.

Special Note: The **Disassociate** button will undo the merge process but please be aware, when you unmerge a course, it will make **all students disabled in the Target course**. This means that the students will **NOT** be able to access the course and from an instructor's view, you will **NOT** see the students enrolled.

This issue is fixed by the CUNY Enrollment file that is synced from CUNYFirst into Blackboard the following day. It will take **24 hours** for this issue to resolve itself. Blackboard Support cannot enable students when this happens.



Recommendations for Courses that are Merged

1. Merge your courses first and then add all materials in your **Target Course** only.
2. Make all the **SOURCE sections** unavailable to students. Students should not be able access source sections in a merge because there is no content. Keeping Source courses unavailable will help avoid confusion.
3. Change the name of the **Target course** to indicate that it is for all students in all sections.

In the Target course > Click on **Control Panel** > Click on **Customization** > Click on **Properties** > Edit the **Course Name** field

Example of Naming Conventions for merged sections:

ENG 101 Sections 02/08/26
ENG 101 All Sections

For Cross listed Courses:

PSY/ANT/SOC 210 01

4. Let students know in your Welcome Announcement that you have merged sections and that all materials will be in your Target Course.

For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu