



Section Merge (formerly known as course collapse)

- Once you are logged into Blackboard, you will see a Tab called **Section Merge**. Click the link to get started.



- Choose **Setup New Merged Course**.

Manage Merged Courses

Listed below are the merged courses in which you are enrolled as an instructor. Click the "Setup New Merged Course" button in the action bar below to setup a new merged course.

Setup New Merged Course

Click to merge course sections

| Id | Name | Merge Type | Type | Instructor Username | Source Courses |
|--|---|------------|--------|---------------------|--|
| <input type="checkbox"/> BUSH1200011201330 | 2013 Spring Strategy First *011/012/013 | TARGET | Course | leyton luytj | <input type="checkbox"/> BUSH1200012201330 <input type="checkbox"/> BUSH1200013201330 |

Past merged courses

- Select the courses you wish to merge into a single course by checking the box that appears on the left hand side of the row for a given course. **You can select more than one course in this step.** After you have made your selections, click the "Submit" button at the bottom of the page to move to the next step in this workflow. The "Cancel" button will abort the process and return you to the previous page without saving any changes.

Select Courses to Merge

Select the courses you wish to merge into a single course by checking the box that appears on the left hand side of the row for a given course. You can select more than one course in this step. The "Cancel" button will abort the process and return you to the previous page without saving any changes.

Select the sections that you would like to merge together.
Click the **SUBMIT** button.

| Selection | Id | Name | Merge Type | Type |
|-------------------------------------|--|---|------------|--------|
| <input type="checkbox"/> | <input type="checkbox"/> BUSH1200011201330 | 2013 Spring Strategy First *011/012/013 | TARGET | Course |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> FINA2244001201330 | 2013 Spring Legal Environment of Business *001* | NONE | Course |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> FINA2244002201330 | 2013 Spring Legal Environment of Business *002* | NONE | Course |

4. Select an existing course to act as the “Parent Course” for your previously selected Source Course(s). Only one course that is not already defined as a Source Course can be chosen in this step. Once you have identified a course that will act as the “Parent Course,” click the radio button that appears on the left-hand side of the row for the appropriate course, and click the “Submit” button that appears at the bottom of the page. This step will complete the process of creating a Merged Course.

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 already defined as a Source Course can be chosen in this step. Once you have identified a course that will act as the “Parent Course,” click the radio button that appears on the left-hand side of the row for the appropriate course, and click the “Submit” button that appears at the bottom of the page.

Select the “Parent Section”. In this example it's 001. Enrollments from the 002 section will then be added to section 001. Click **SUBMIT**.

| Selection | Id | Name |
|----------------------------------|---------------------|---|
| <input type="radio"/> | ✗ BUSH1200011201330 | 2013 Spring Strategy First *011/012/013 |
| <input checked="" type="radio"/> | ✗ FINA2244001201330 | 2013 Spring Legal Environment of Business *001* |
| <input type="radio"/> | ✗ FINA2244002201330 | 2013 Spring Legal Environment of Business *002* |

5. Go to your newly merged course and be sure to update the course title. Go to *Control Panel / Customization / Properties / Course Title*. Example: revise title from 001 to 001/002.
6. If you want to UNMERGE the sections, do the following:
- Click the Section Merge tab.
 - Find the course in question and click MODIFY. **DO NOT CLICK REMOVE!! You will permanently delete your course!**
 - Choose the **Disassociate** button for each section.