## On Campus Blackboard
Course Setup Step 2 (optional): Class Merge

Important Merging information

Merging is an enrollment procedure in SIS that allows you to combine the rosters of multiple Blackboard courses into a single course shell of your choosing. This process does not transfer content.

When you merge courses, one course will become the Master (Parent) course. The other course(s) will be child course(s) and have their enrollments merged into the Master (Parent) course shell in Blackboard. This means any students, TAs or Instructors in the other (child) course(s) will be added into the Master (Parent) course with the same role they had in their child course.

In the example below courses 2 and 3 are merged into course 1. Now course 1 is the Master (Parent) course and has the combined rosters of all three. Courses 2 and 3 now exist as (child) courses of course 1 and the instructor will only need to access course 1.
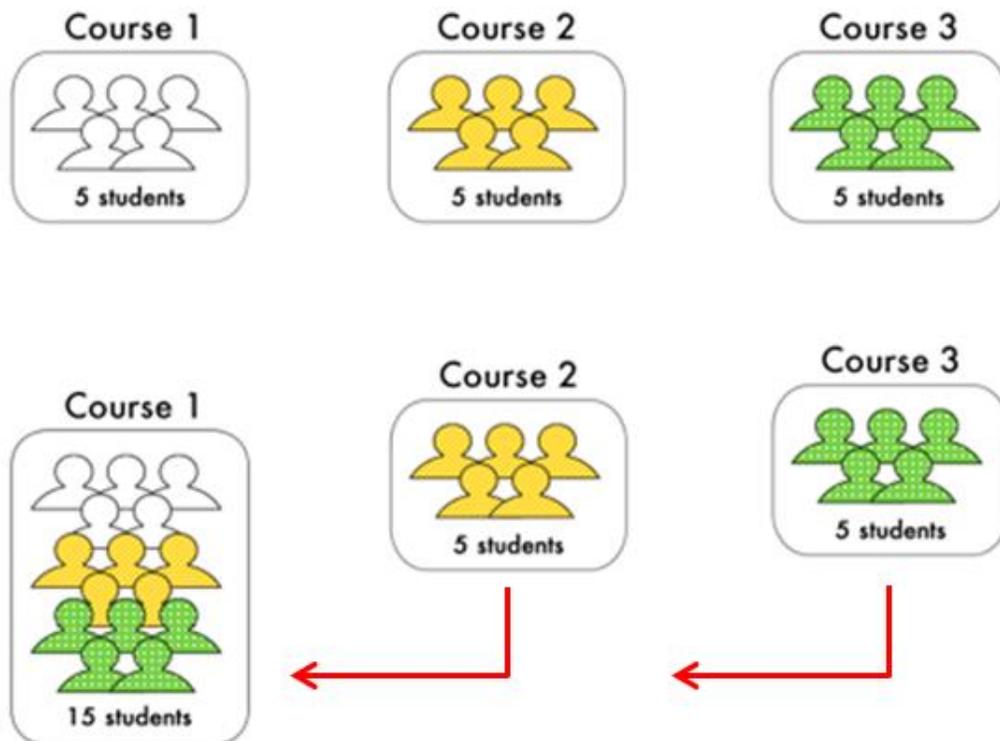
Things to be aware of when choosing to merge:

> ***SiS Grade Sync Warning:** The SiS grade sync may not function properly if you create a merged set where any students are enrolled in more than 1 of the courses in the set.

- Merging does not move content; it is an enrollment process that only combines class rosters.

- Students in merged courses will not see their course has been merged.

- When students log into a course that has been merged they will see the content from the Master (Parent) course shell.

- **If you need to unmerge** On-Campus Blackboard course shells for any reason contact bbhelp@uml.edu as soon as possible. Once courses are open to students, typically on the first day of class for a semester, they cannot be unmerged.

- Before you merge courses you must have already performed Step 1 of the Course Setup process for all the courses you are attempting to merge.

- To merge courses you must be listed as an instructor in all courses you are attempting to merge

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Merging in SiS

On the My Schedule page, at the bottom of your teaching schedule there is a link for Blackboard Class Merge. If you have a long list of courses you may need to scroll down to the bottom of the page to see the link.

On the Blackboard "Class Merge" page find the class number of the course you want to be the Master (Parent) course. The class number is located between the parentheses in the far left "Class" column. Now find the row(s) of the course(s) you want to merge into that master (parent) course. Enter the Master (Parent) class number into the "Merge to" field in the column on the right. When you are finished merging classes click "Save". After you save, master (parent) courses will be identified by a green check mark.

*Remember that changes made on this page result in permanent changes in Blackboard so make sure of your selections before clicking save.

UMOL/Blackboard Class Control

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Class	Class Title	Enrl Cap	Enrl Tot	Wait Tot	Drop	Days & Times	Room	Class Dates	Merge to Class Nbr	Master
WLFR1010-201 (8167)	French 1 and Culture	19	17	0	0	MoWe 12:30PM - 1:45PM	Coburn Hall 112 - SC	Sep 01, 2016 - Dec 09, 2016	🔍	
WLFR1010-202 (8168)	French 1 and Culture	19	16	0	0	MoWe 2:00PM - 3:15PM	Coburn Hall 112 - SC	Sep 01, 2016 - Dec 09, 2016	🔍	
WLFR1010-203 (8169)	French 1 and Culture	19	18	0	0	TuTh 9:30AM - 10:45AM	Coburn Hall 100 - SC	Sep 01, 2016 - Dec 09, 2016	🔍	
WLGE1010-201 (8198)	German 1 and Culture	19	15	0	0	MoWeFr 10:00AM - 10:50AM	Coburn Hall 100 - SC	Sep 01, 2016 - Dec 09, 2016		✔
WLGE1020-201 (8199)	German 2 and Culture	19	13	0	0	TuTh 12:30PM - 1:45PM	Coburn Hall 112 - SC	Sep 01, 2016 - Dec 09, 2016	8198	
WLGE2110-201 (8201)	German 3 and Culture	19	14	0	0	MoWeFr 9:00AM - 9:50AM	Coburn Hall 100 - SC	Sep 01, 2016 - Dec 09, 2016	8198	
WLGE2120-201 (8202)	German 4 and Culture	19	7	0	0	TuTh 2:00PM - 3:15PM	Coburn Hall 112 - SC	Sep 01, 2016 - Dec 09, 2016	🔍	
WLGE3010-201 (8203)	German Culture & Civilization	19	19	0	0	Mo 3:30PM - 6:20PM	Coburn Hall 109 - SC	Sep 01, 2016 - Dec 09, 2016	🔍	
WLSP1010-202 (8233)	Spanish 1 and Culture	19	17	0	0	MoWe 3:30PM - 4:45PM	Coburn Hall 100 - SC	Sep 01, 2016 - Dec 09, 2016		✔
MATH2360-201 (9548)	Eng Differential Equations	45	45	0	0	MoWeFr 8:00AM - 8:50AM	Olney Hall 519 - NC	Sep 01, 2016 - Dec 09, 2016	🔍	
MATH2360-202 (9693)	Eng Differential Equations	49	47	0	0	MoWeFr 10:00AM - 10:50AM	Olney Hall 218 - NC	Sep 01, 2016 - Dec 09, 2016	🔍	
MATH2360-203 (9694)	Eng Differential Equations	40	35	0	0	MoWeFr 1:00PM - 1:50PM	Olney Hall 519 - NC	Sep 01, 2016 - Dec 09, 2016		
MATH2360-204 (9695)	Eng Differential Equations	40	24	0	0	MoWeFr 2:00PM - 2:50PM	Olney Hall 519 - NC	Sep 01, 2016 - Dec 09, 2016		
MATH2360-205 (9696)	Eng Differential Equations	40	38	0	0	MoWeFr 2:00PM - 2:50PM	Southwick Hall 401 - NC	Sep 01, 2016 - Dec 09, 2016	🔍	
WLSP1010-205 (14262)	Spanish 1 and Culture	19	18	0	0	MoWe 5:00PM - 6:15PM	Coburn Hall 100 - SC	Sep 01, 2016 - Dec 09, 2016	8233	
MATH2360-206 (15284)	Eng Differential Equations	1	1	0	0	TBA	Faculty assigned TBD	Sep 01, 2016 - Dec 09, 2016	🔍	
UMLO 999B-201 (15665)	UMass Lowell Equivalency	30	1	0	0	TBA		Sep 01, 2016 - Dec 09, 2016		✔
UMLO 999B-202 (15666)	UMass Lowell Equivalency	30	1	0	0	TBA		Sep 01, 2016 - Dec 09, 2016	15665	

Save   Cancel

The merge feature will result in permanent adjustments to your blackboard courses. Please make sure your selections are correct before hitting the SAVE button. Please contact BBhelp@uml.edu if

For a consult in person or by phone, schedule a Technology Consultation or email On-Campus Blackboard Support at bbhelp@uml.edu