

On-Campus Blackboard Course Set Up

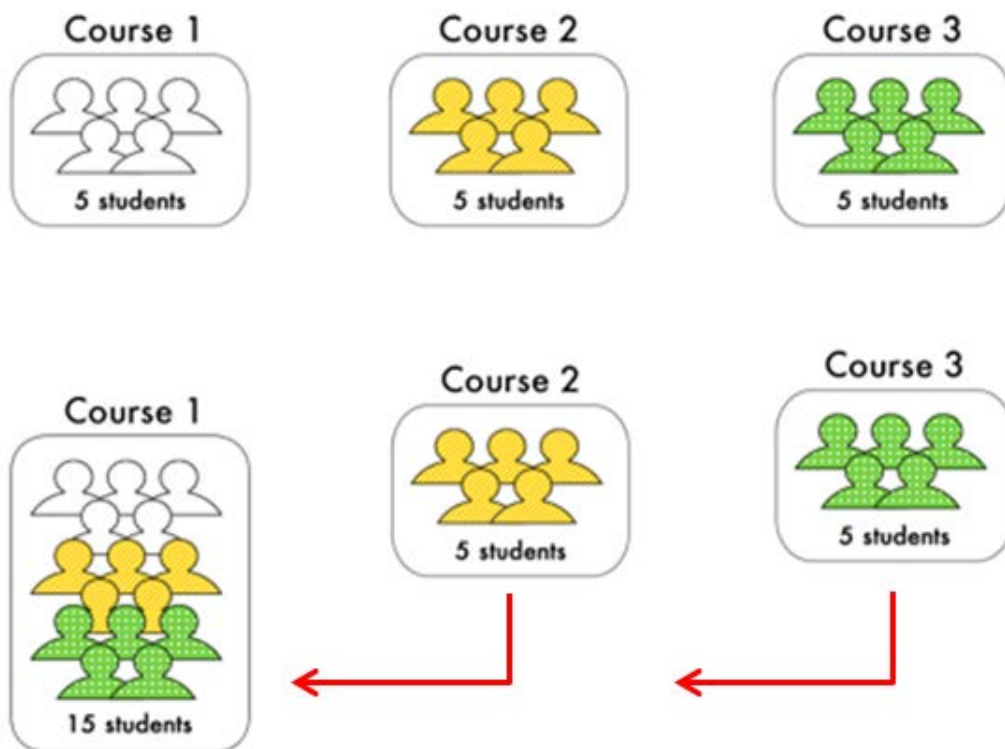
Merge Courses or Sections in SIS

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 course shell in Blackboard. This means any students, TAs or Instructors in the child course(s) will be added to the grade center and can access the material in the Master course with the same role they have in their child course.

In the example below courses 2 and 3 are merged into course 1. Now course 1 is the Master 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.



Remember

*In order to merge courses you must be listed as an instructor in all the courses you are attempting to merge.

*Before you merge courses you must have already selected them to have a Blackboard shell in SIS. Instructions are on the “Blackboard Add a Class” job aid.

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

*If you need to unmerge your Blackboard course shells for any reason contact bbhelp@uml.edu as soon as possible. Once courses are open to students on the first day of term, they should not be unmerged in order to preserve student data.

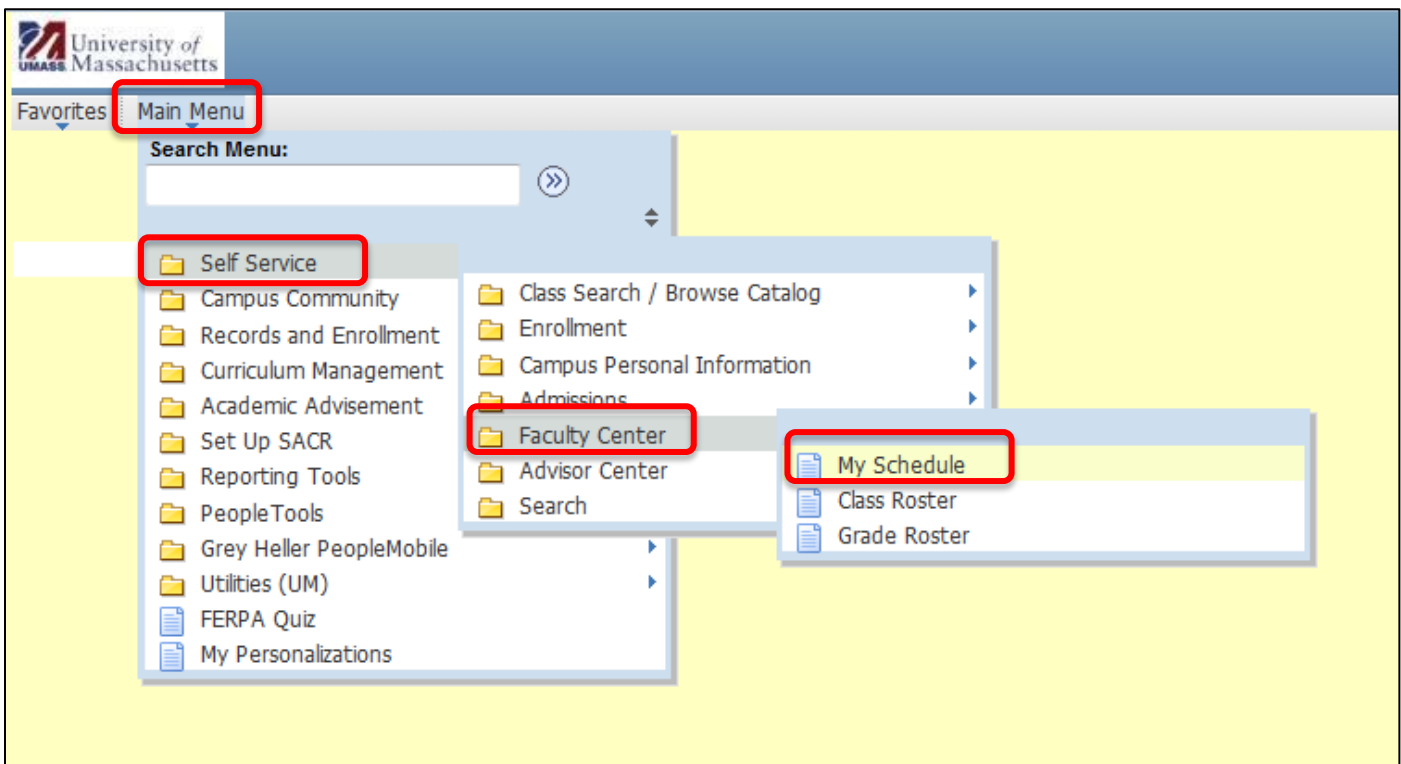
*Students in merged courses will not see their course has been merged.

*When students log into a course that has been merged they will see the content in the Master course shell.

You must have requested your classes in SIS *before* you can merge courses.

To merge Blackboard course shells:

1. Log into SIS and select your schedule, under the Main Menu > Self Service > Faculty Center > My Schedule.



- At the bottom of the “My Schedule” page, there is a link for “Blackboard Class Merge”. You may need to scroll to the bottom of the page.

University of Massachusetts Lowell

Self Service > Faculty Center > My Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Key: Class Roster Grade Roster Posted Grd Rstr Permission List Click left of the corresponding class.

My Teaching Schedule > 2016 Fall > University of Mass Lowell

Class	Class Title	Enrl Cap	Enrl Tot	Wait Tot	Drop	Days & Times	Room	Class Dates	Instructor	Perm Req
MATH 2360-201 (9548)	Eng Differential Equations (Recitation)	45	45	0	4	MoWeFr 8:00AM - 8:50AM	Olney Hall 519 - NC	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI), Moira Concaugh (PI)	
MATH 2360-202 (9693)	Eng Differential Equations (Recitation)	49	47	0	6	MoWeFr 10:00AM - 10:50AM	Olney Hall 218 - NC	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI), Moira Concaugh (PI)	
MATH 2360-203 (9694)	Eng Differential Equations (Recitation)	40	35	0	10	MoWeFr 1:00PM - 1:50PM	Olney Hall 519 - NC	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI)	
MATH 2360-204 (9695)	Eng Differential Equations (Recitation)	40	24	0	7	MoWeFr 2:00PM - 2:50PM	Olney Hall 519 - NC	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI)	
MATH 2360-205 (9696)	Eng Differential Equations (Recitation)	40	38	0	15	MoWeFr 2:00PM - 2:50PM	Southwick Hall 401 - NC	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI), Stephen Pennell (PI)	
MATH 2360-206 (15284)	Eng Differential Equations (Recitation)	1	1	0	0	TBA	Faculty assigned TBD	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI), Stephen Pennell (PI)	
UML0 999B-201 (15665)	UMass Lowell Equivalency (Other)	30	1	0	0	TBA	TBA	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI)	
UML0 999B-202 (15666)	UMass Lowell Equivalency (Other)	30	1	0	0	TBA	TBA	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI)	
WLFR 1010-201 (8167)	French 1 and Culture (Recitation)	19	17	0	12	MoWe 12:30PM - 1:45PM	Coburn Hall 112 - SC	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI)	
WLFR 1010-202 (8168)	French 1 and Culture (Recitation)	19	16	0	12	MoWe 2:00PM - 3:15PM	Coburn Hall 112 - SC	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI), Moira Concaugh (PI)	
WLFR 1010-203 (8169)	French 1 and Culture (Recitation)	19	18	0	8	TuTh 9:30AM - 10:45AM	Coburn Hall 100 - SC	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI), Moira Concaugh (PI)	
WLSP 1010-202 (8233)	Spanish 1 and Culture (Recitation)	19	17	0	18	MoWe 3:30PM - 4:45PM	Coburn Hall 100 - SC	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI)	
WLSP 1010-205 (14262)	Spanish 1 and Culture (Recitation)	19	18	0	8	MoWe 5:00PM - 6:15PM	Coburn Hall 100 - SC	Sep 1, 2016- Dec 9, 2016	Matthew Wishart (PI)	

View Weekly Teaching Schedule **BlackBoard Class Merge** Blackboard Add a Class Go to top Email as a .ics iCalendar help

- On the “Blackboard Class Merge” page the class number is located between the parentheses in the far left “Class” column. Find the row(s) of the course(s) to merge into that Master course. Enter the **Master class number** into the “Merge to Class Nbr” field in the column on the right. When you are finished merging classes click “Save”. After you save, Master courses will be identified by a green check mark.

UMOL/Blackboard Class Control										
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	<input type="text"/>	
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	<input type="text"/>	
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	<input type="text"/>	
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	<input type="text"/>	
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	<input type="text"/>	
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	<input type="text"/>	
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	<input type="text"/>	
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	<input type="text"/>	
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	<input type="text"/>	
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	

First 1-18 of 18 Last

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

***Note:** Changes made on this page result in permanent changes in Blackboard. If you need to make a correction, contact your Blackboard Learn Administrator at bbhelp@uml.edu.