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.*

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**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.
2. 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.
3. 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.

*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.