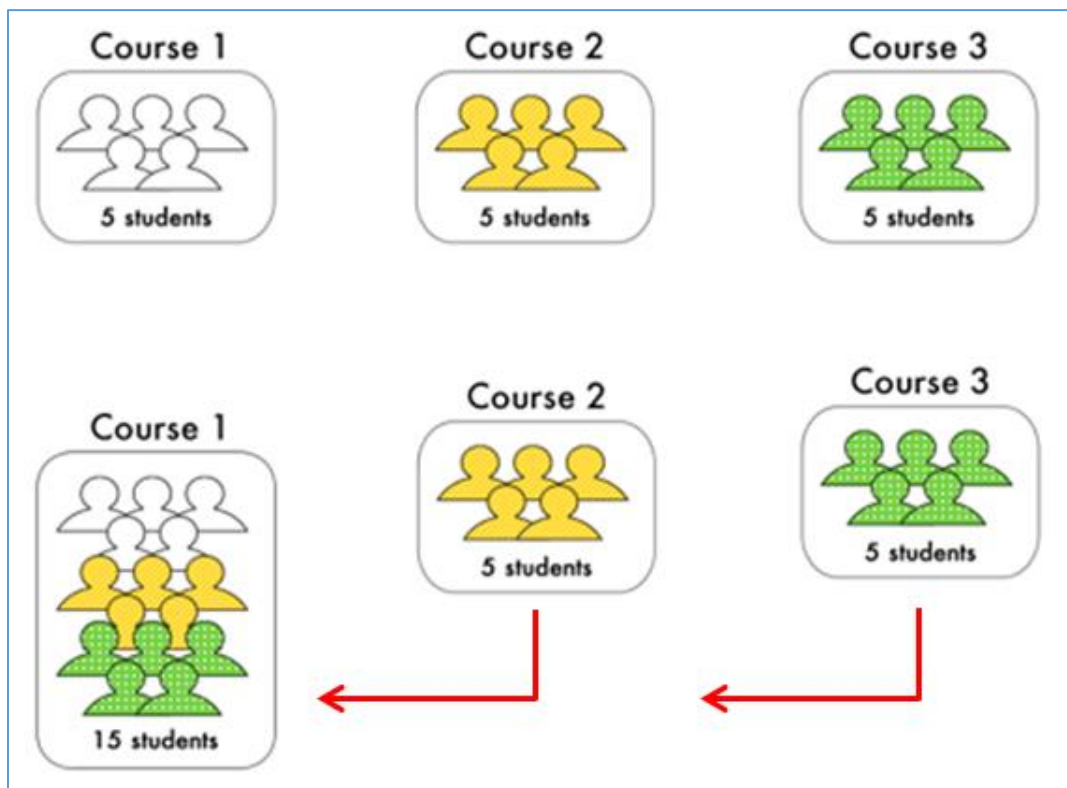# Merging

What is Merging?

Merging is an enrollment procedure 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.
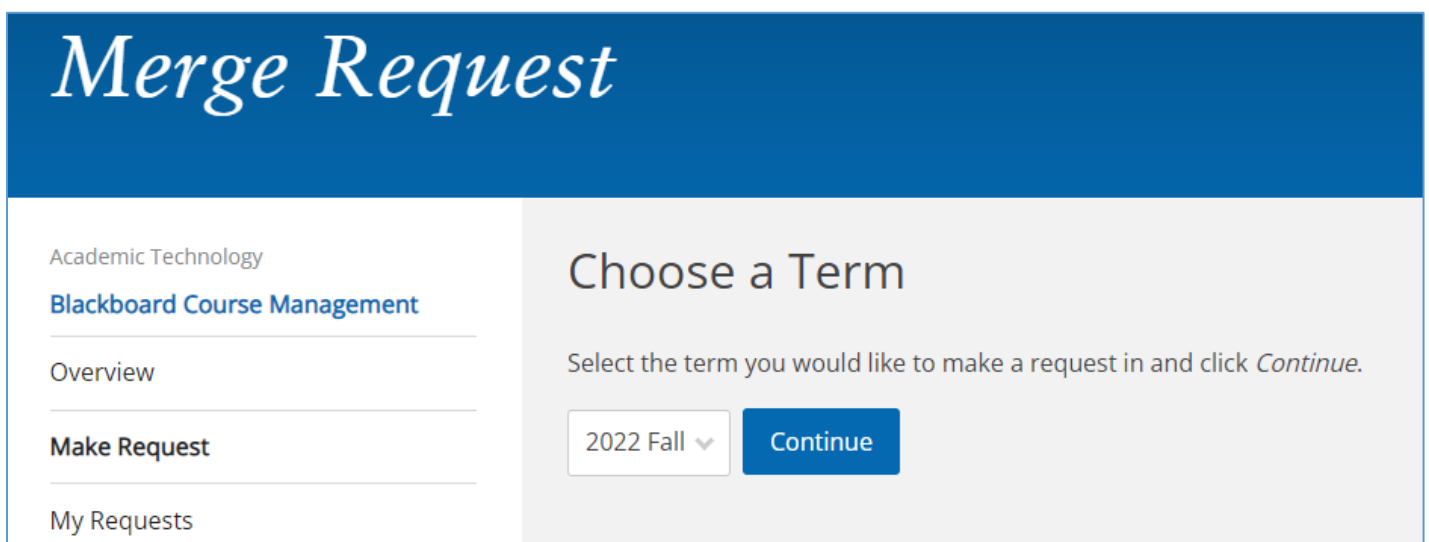
Remember

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

*Merging is <u>NOT</u> available for fully online courses

*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 your 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.

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

*Merging is only available to faculty until the day before term starts. After that merge requests must be requested by emailing bbhelp@uml.edu.

Log into www.uml.edu/bbsetup and select the "Make Request" option from the menu on the left. Then choose "Merge Classes".

Once you select to make a merge request select which term the request is for and click continue.

After you select the term you can select the course/section you want to be the master/parent course and click continue.

Choose the Parent Class

Choose the course that you would like to make a master/parent course then click *Continue*.

2022 Fall

BIOL.1110 Principles of Biology I (Formerly 81.111)

( ) BIOL.1110-201 (#6690)

( ) BIOL.1110-202 (#6691)

BIOL.1160 Freshman Seminar in Biology (Formerly 81.116)

(●) BIOL.1160-101 (#7734)

( ) BIOL.1160-102 (#7735)

( ) BIOL.1160-103 (#7736)

Then select the course or courses that you want to merge into the master/parent course you selected on the previous screen. When finished click continue.

Choose the Child Classes

Choose the course or courses you would like to merge into the master/parent course you previously selected and then click *Continue*.

Selected Parent: **BIOL.1160-101 (2022 Fall)**

BIOL.1110 Principles of Biology I (Formerly 81.111)

☐ BIOL.1110-201 (#6690)

☐ BIOL.1110-202 (#6691)

BIOL.1160 Freshman Seminar in Biology (Formerly 81.116)

☐ BIOL.1160-101 (#7734)

   ✖ This section cannot be selected: Selected parent class

☑ BIOL.1160-102 (#7735)

☑ BIOL.1160-103 (#7736)

Review your selection and make sure of your choices before hitting the submit button.

Review

Because these changes are **permanent**, please review your selection and make sure your choices are correct before submitting.

If you need to make a change, click *Back*.

2022 Fall

⭐ BIOL.1160-101 Freshman Seminar in Biology (Formerly 81.116)
Parent Class

» BIOL.1160-102 Freshman Seminar in Biology (Formerly 81.116)
Child Class

» BIOL.1160-103 Freshman Seminar in Biology (Formerly 81.116)
Child Class

[Back]   [Submit Merge Request]

Once you submit your request you will receive an email confirmation that your request has been successfully submitted. Please allow up to an hour for merging requests to be reflected in Blackboard.

To continue with your course setup click the "Make another request" button.

For questions about merging please contact bbhelp@uml.edu.