Blackboard 9 @ ECU   New! Course/Section Merge (a.k.a. Collapse) Do It Yourself!

**Step 1:** Under “My Blackboard” once you are logged into Blackboard, you will see a new tool called **Section Merge Tool**. Click the link “Click Here…” to get started.

![Section Merge Tool](image)

**Step 2:** Choose **Setup New Merged Course**.

![Setup New Merged Course](image)

**Step 3:** Select the courses to Merge. Check the boxes of *all* sections you want in the merged course.

![Select Courses to Merge](image)

**Questions?** Contact Cindy Bowers bowersc@ecu.edu or Matt Long, longm@ecu.edu, or Allen Dennis dennisa@ecu.edu

See our Blackboard Blog for more tutorials: [http://blog.ecu.edu/sites/blackboard/faculty-support/](http://blog.ecu.edu/sites/blackboard/faculty-support/)
Step 4: At this step, you will select a course to be the “Merged Course” or the parent course.

Step 5: Success! You will get a message that your merge process was a success. Add another section by clicking ”Add Additional Course Courses.”

Step 6: It’s time to change the course name so it reflects the merged course sections.

Step 7: Go into the Merged course. Control Panel > Customization > Properties. Change the course name by adding a “/” and the new section number. See below.

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Step 8: To “manage” your merged courses, go back to Section Merge Tool function on your “My Blackboard” page. “Click here…” and you can disassociate sections and check the memberships (list of students) to see if all students in all sections are on the list. Look at the screenshot below for reminders about the options.

Everything you’ve always wanted to know about a Course ID, but were afraid to ask. An example:

HLTH1234002201280  
HLTH1234 = course name  
002 = section 2  
2012 = year  
80 = semester (in this case, Fall)