



## How to Merge Sections on Blackboard

**Step 1)** Log in to Blackboard. The Section Merge tool is located on the left hand side of the page:

The screenshot shows the Blackboard dashboard interface. On the left side, there is a navigation menu with several categories. The 'Section Merge Tool' category is highlighted with a red circle, and a red arrow points to the link 'Click Here to Create and Manage Merged Courses' within that category. The main content area on the right contains several widgets, including 'CUNY Virtual Desktop', 'CUNYfirst MyInfo', 'My Courses', 'My Organizations', 'My Announcements', 'Tools', 'CitizenCUNY', and 'Baruch College'.

Left-Click “Click Here to Create and Manage Merged Courses” to open the tool.

## Step 2) Left-Click “Setup New Merged Course”

### Manage Merged Courses

Listed below are the merged courses in which you are enrolled as an instructor. Click the “Setup New Merged Course” button in the action bar below to setup a new merged course.

You are currently logged in as a System Administrator. If you wish to enter the administrative workflow (instead of the instructor workflow) click [here](#).

Setup New Merged Course

Id ▲	Name	Merge Type	Type	Instructor Username	Source Courses	Actions
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**Step 3)** Now, you will select the course or courses whose rosters you want to merge. In order to select a course, you need to click the box to the left of the Course ID – a check mark will appear to signify that the course is selected.

<input type="checkbox"/>	<a href="#">BAR01_Blackboard_Test_Course_2014</a>	2014 Blackboard Test Course	NONE	Course	20160203002245530118
<input checked="" type="checkbox"/>	<a href="#">BAR01_Blackboard_Test_Course_2017</a>	Blackboard Test Course 2017	NONE	Course	20160203002245530118

Then click “Submit.”

## Step 4) Click “Make an Existing Course a Merged Course.”

### Choose Merged Course Creation Method

Your Merged Course can be any existing course in the system that is not already defined as Source Course, or, it can be an entirely new course. Click the appropriate hyperlink below to go to the next step in the workflow. Clicking the “Cancel” button will exit this process and return you to the “Manage Merged Courses” interface without saving any data.

[Create a New Merged Course](#)

[Make an Existing Course a Merged Course](#)

Cancel

**Step 5)** Now, you will select the course that will contain the merged rosters from the courses you selected in the Step 3. Please note that you will have to select the course by click the circular button to the left of the Course ID.

<input checked="" type="radio"/>	<a href="#">BAR01_Blackboard_Test_Course_2014</a>	2014 Blackboard Test Course	NONE	Course	20160203002245530118
<input type="radio"/>	<a href="#">BAR01_Blackboard_Test_Course_2017</a>	Blackboard Test Course 2017	NONE	Course	20160203002245530118

Once the course is selected, scroll down to the bottom of the page, and click “Submit.” Confirm that you wish to merge the selected courses when it asks.

You have now successfully merged the rosters from your sections!