Merging Courses in Blackboard Learn

A Step-By-Step Guide for Faculty

At a Glance

This guide will show you the process to manually enroll students from various courses into a single course. Combining student enrollment information into one course simplifies the work of the instructor by requiring only one course to be populated with content. This process is especially beneficial for instructors teaching cross-listed courses.

Before You Begin

Collect the following information before you start the enrollment process:

1. Make a list of courses containing students that will be merged into one course.
2. Identify the course in which you plan to teach. This is the course that you will populate with course content. Students in the other courses will need to be manually enrolled into this course.
3. Acquire a set of student rosters from the other courses. You will use the students' usernames to manually enroll each student into the course you plan to teach. Hint: The first part of the student's email address is the student's username.

Merge Students into One Course

The following steps will guide you through the process of manually enrolling students into the course you plan to teach:

1. Open the course you plan to teach in Blackboard Learn.
2. Under Control Panel, click *Users and Groups > Users*.
3. Click the *Find Users to Enroll* button.
4. Type a student's username in the username field. Note: You can enroll multiple students by typing multiple usernames with each username separated by a comma.
5. Verify the *Role* type is "Student".
6. Click *Submit* to enroll the student(s).
7. Repeat steps 3-6 until all students have been enrolled into the course you plan to teach.

This process only affects enrollment information in Blackboard Learn. No other campus systems are affected. Students will see their original course and the additional course in their course list. We recommend that you contact students and inform them which course to access in Blackboard Learn.

Additional Assistance

For additional assistance, see the *Blackboard Learn Basics* guide as well as other resources on the faculty tutorial site at http://www.fhu.edu/tutorials/faculty. Faculty may also receive assistance by contacting the Center for Instructional Technology at http://helpdesk.fhu.edu or by phone at 731-989-6333.

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