

Combining Sections

All sections of a course will have their own Blackboard shell. Many instructors like the benefit of having all students in one Blackboard course. This tip sheet shows you how to combine courses.

Copying Students into One Course

Step 1: Enter the **course** from which you want to move the students (i.e. If you want to move students from section 3 into section 1, go into the section 3 course)

Step 2: Click on the **Control Panel** link.

Step 3: Click the **Course Copy** link in the *Course Options* area of the Control Panel.



Step 4: Click on **Copy Course Materials into an Existing Course**.

Step 5: Click on the **Browse** button beside Destination Course ID.

Destination Course ID:

Step 6: Enter the Search Criteria for the Course into which you want to copy the content (Destination Course) **Note:** You must be listed as an instructor in both courses in order to copy content.

Search on the Instructor field to find your courses. Searching does not require capitalization or full username, but typically you will need an underscore between a department abbreviation and course number (e.g., AR_101).

Step 7: Click on the **Select** button beside the course you want to use as your combined course.

SP06_AR_101_01	A SURVEY OF ART/MUS	Dec 9, 2005	cdnielsen	Nielsen, Crystal	<input type="button" value="Select"/>
----------------	---------------------	-------------	-----------	------------------	---------------------------------------

Step 8: Check the **Enrollment** box.

Enrollments

Enrollment

Student grades will NOT be copied as part of the enrollment copy, only the roster.

Step 9: Click **Submit**.

Students will now be enrolled in the destination course you chose above. You will need to complete this process for every section from which you want to copy students. The next step is to make the unused sections unavailable to students.

Making the Unused Courses Unavailable to Students

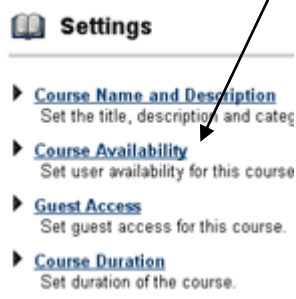
Step 1: Enter the course you will no longer use.

Step 2: Click on the **Control Panel** link.

Step 3: Click the **Settings** link in the *Course Options area* of the Control Panel.



Step 4: Click the **Course Availability** link in the *Course Settings area*.



Step 5: Select **“No”** to make the course unavailable.

Note: This will *not* remove or affect any grades or settings in the course.



Choosing “No” will make the course invisible to students, but the course will still be listed under “My Courses” within your Blackboard.

Step 5: Click **Submit**.

Note: You will need to complete this process for every section you want to be invisible to students.

Remember to remind students to look for the new course on Blackboard.

Notes:

1. If students have already posted in the Discussion Board the messages can not be moved into other courses with this Course Copy method. A Course Copy with Users (Exact Copy) will preserve the Discussion Board forums.
2. With the process outlined on page 1, grades and test/survey results will not be copied over with the students. You will need to re-enter grades in the Gradebook or use Exact Copy.
3. When all students are entered into one course, they are not separated into section numbers. As a workaround, create a new column titled Section, give it a possible grade equal to the number of sections (e.g., 3), show grade as a Score, don't include the item in gradebook calculations, and don't make it available to students. Then, give each student a score corresponding to their section number. When in general Gradebook view, you can click on the triangle above Section and the gradebook will sort itself based on the sections.