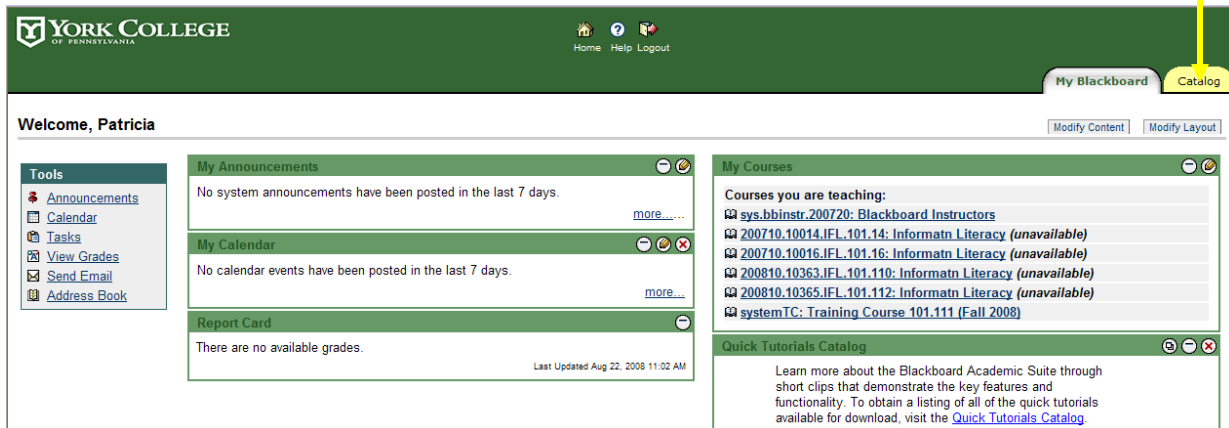


Blackboard Features Course Merge Tool

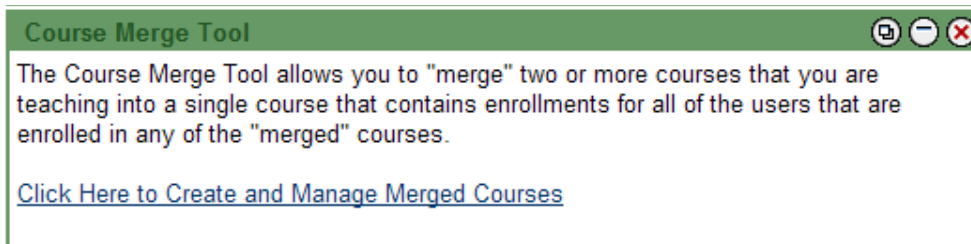
The Course Merge Tool allows faculty who teach multiple sections of the same course to create a “new” course that will combine information and student enrollment. This single interface will allow faculty to post materials, create assignments and enter grades for all the students enrolled in the merged sections. Once the merged course is created, all material will be posted through the one course.

If information is posted specifically for one section, this must be clearly noted as all sections will have access to the same material.

- Open the Blackboard page and select the Catalog tab.

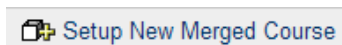


- On the Catalog page, select the Course Merge Tool.



Manage Merged Courses

Select the “Setup New Merged Course” button to setup the new merged course. If you have previously merged courses, they will be listed here.



Select Courses to Merge

Select the courses you wish to merge into a single course by checking the box that appears on the left hand side of the row for a given course. You can select more than one course in this step. After you have made your selections, click the "Submit" button at the bottom of the page to move to the next step in this workflow. The "Cancel" button will abort the process and return you to the previous page without saving any changes.

Create New Merged Courses

For a Merged Course, you will need to create a new course ID and new course name. Remember that the ID and course name will appear (adjacent to each other) to your students when you make this course available. For that reason, it is suggested you try to keep these labels short but meaningful.

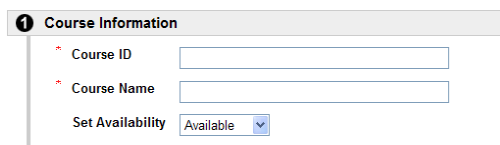
1. You must follow all the directions below to create a new course ID. It is important to follow the format so updates and reports can be correctly generated from the Blackboard system. Please separate each section of information with a period.

- a. Begin the ID with "MC" (UPPERCASE MC) to indicate this is a merged course.
- b. Add the term code. For the academic year 2008-2009, please use the following codes: use 200810 for fall 2008, 200820 for Spring 2009 and 200830 for Summer 2009. All term codes follow this model, so you can simply replace the year as appropriate. The term numbering system uses 10 for fall, 20 for spring, and 30 for summer each appended to the year in which fall occurs.
- c. Add subject codes (eg, MGT, BIO), course numbers (eg, 101, 102), or sections to represent the source courses and distinguish this from other instructor's merged courses.

An example of a correctly formatted merged Course ID is:

MC.200810.IFL.101.110.111.112

2. Create a course name. Feel free to use whatever course name you wish. For example, "Information Literacy 110-114."



The screenshot shows a form titled "Course Information" with a help icon. It contains three fields: "Course ID" with a red asterisk and an empty text box; "Course Name" with a red asterisk and an empty text box; and "Set Availability" with a dropdown menu currently set to "Available".

3. Select "Submit" to finish.

If you have any questions or problems, please contact Joel Burkholder at jburkhol@ycp.edu, ext. 1726 or Pat Poet at ppoet@ycp.edu, ext. 1458.