Blackboard: Merge Course Rosters

In Blackboard, you can merge the enrollments of multiple classes into one Blackboard course, which enables you to post materials only once for all enrolled students to see, rather than posting to each course.

Considerations before you merge

- To perform a course merge, you must be listed as the instructor of each course, and all courses must be from the same semester.

- After a course merge, only the merged course can be made available to students; the child courses will be unavailable for both student and instructor use. It is best to merge Blackboard courses before students start any coursework. If students submitted work in the child courses, the course merge process would not add that information to the merged course.

- A course merge will combine the Grade Center listing for all enrolled students and add a column in the Grade Center named Child Course ID that identifies each student's section. However, if you require separate Grade Centers, do not do a course merge.

- A course merge does not copy content from the child courses to the merged course, only enrollments. So if you want to use content from another course, you can copy it into the merged course using the [Course Copy](#) tool.

Create a Merged Course

1. Open one of the Blackboard courses you want to merge.

2. On the **Control Panel**, click **Course Tools**, and select **More Tools (GW)**.
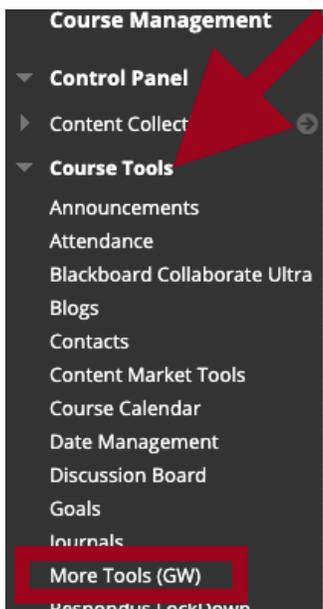
3. On the *More Tools (GW) page*, click **Merge Course Rosters**.
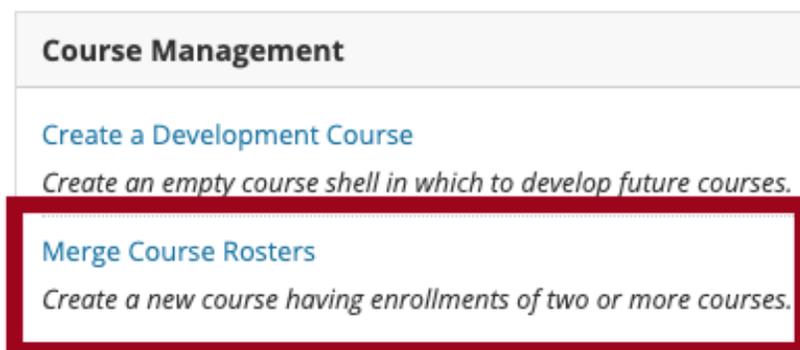
4. Select all courses you want to merge, enter a **Title for the Merged Course,** and click **Submit**.

   Note: Only instructors and teaching assistants see the Merged Course Title. Students only see the name of the course for which they registered.

5. On the next page, review the users to be added to the merged course and click **Submit**.

6. You are then taken into the merged course, and the child courses will be unavailable for instructor and student use. When you are ready, you can make the merged course available to students.

   Changes in enrollments are synchronized in the merged course **automatically** each morning.