

Merging Sections in Blackboard

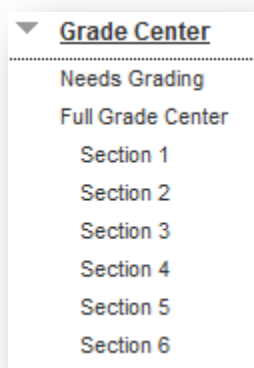
By default, a Blackboard course site is created for every *section* of a course. Instructors who have courses with multiple sections, and who desire to use/maintain only one Blackboard course site, can request that their sections be merged. This procedure will aggregate all of the enrollments into the target section.

To request a merge:

- Send an email to blackboard@jhu.edu listing all of the sections you want merged. Make sure you identify the section you want all others to be merged into – that is, identify the ‘target’ section (usually section 01).
- Please identify sections in the full Blackboard course id format, e.g., AS.123.456.01.FA13.
- You will receive a confirmation email when the merge is complete, usually in 1-2 days.
- Note: It is possible to merge *any* Blackboard course section, including ‘AS’ sections with ‘EN’ sections, for example.

After a course is merged:

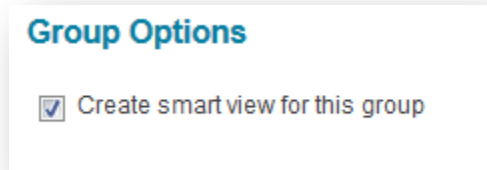
- All students are added to the target section of the course. Instructors should make all other sections of the course ‘unavailable’ so that all students only see and login to the target section. (Instructors will still see the remaining sections, which can be ignored.)
- Drops and adds are maintained by the Blackboard server. If a student adds the course after a section merge, he/she will automatically be added to the target section.
- Students essentially lose their section identities once a course is merged; they are combined into one alphabetical list in the grade center.
 - There is a way to filter the grade center *by section* by setting up ‘smart views,’ so that instructors and TAs can grade by section. Click [here](#) for more information on smart views. Note: TAs will be able to see all sections of students, but should click the appropriate smart view link for their respective sections:



- Instructors and TAs can communicate to individual sections of students by creating a *group* for each section. Once groups are created, the Email tool can be

used to send emails to individual groups (sections). Click [here](#) for more information on groups.

Note: If you are interested in setting up groups AND creating smart views, set up the groups first, as there is an option in the group creation process to automatically create a smart view for each group:



- **Please note!** Any submitted assignments or grades entered into individual sections prior to a course merge do not transfer to the merged course. Therefore, it is probably best to request a course merge *before* the semester is underway.

Please contact cerweb@jhu.edu if you have more questions about merging sections.