

# Merging Multiple Course Sections in a Single Blackboard Course

- Faculty with multiple sections of the same course may find it helpful to merge these sections into a single Blackboard Course (Also referred to as a Master Course) to avoid having to post identical information in multiple sections of the same course and to avoid having students by themselves in a section without being able to participate in discussions etc.
- However, there may be instances where combining courses is not recommended. If you are unsure about whether or not to merge sections, please contact your eLearning Specialist.
- Enrollment changes in one of the merged sections will be reflected in the Master Course.

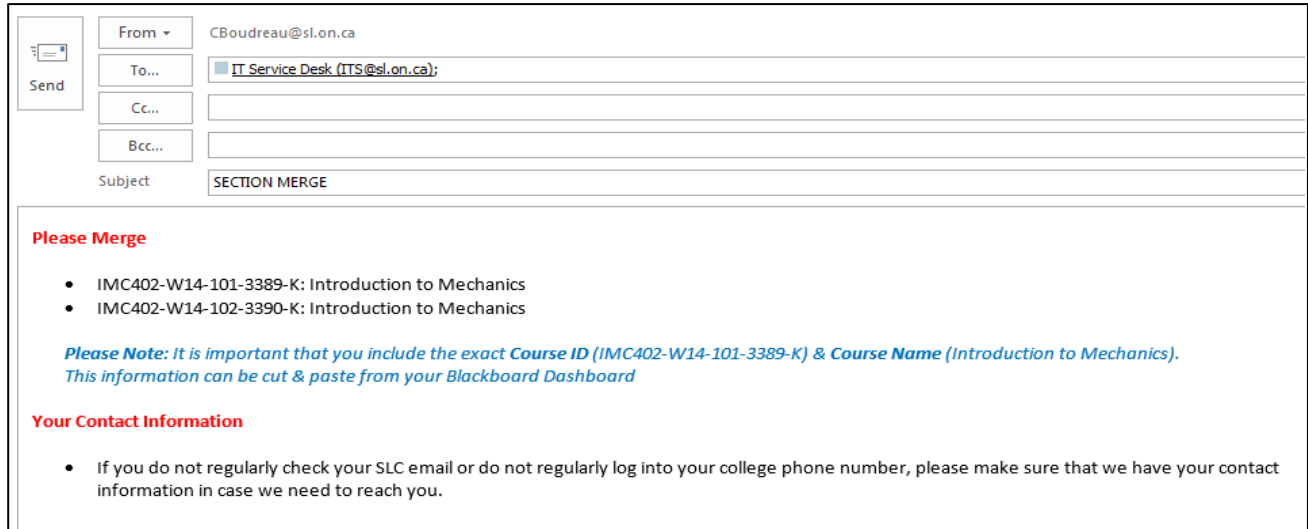
**Please Note:** You need to merge your sections **before** you start uploading content!

## Sending a Section Merge Request to ITS

- If you are enrolled in PeopleSoft as the Faculty teaching a specific course, you then have the authority to request a course merge for that course. For Information on your schedule, go to slc.me > PeopleSoft Faculty Self Service for Student Data > Self Service > My Schedule. **Do you expect IT to verify that the request has come from the Faculty on record in PS?**
- Send an email to [its@sl.on.ca](mailto:its@sl.on.ca) with the information shown in the image. Do not forget to write SECTION MERGE as the Subject Line. Within 2 business days you will receive notification that your course site has been created.

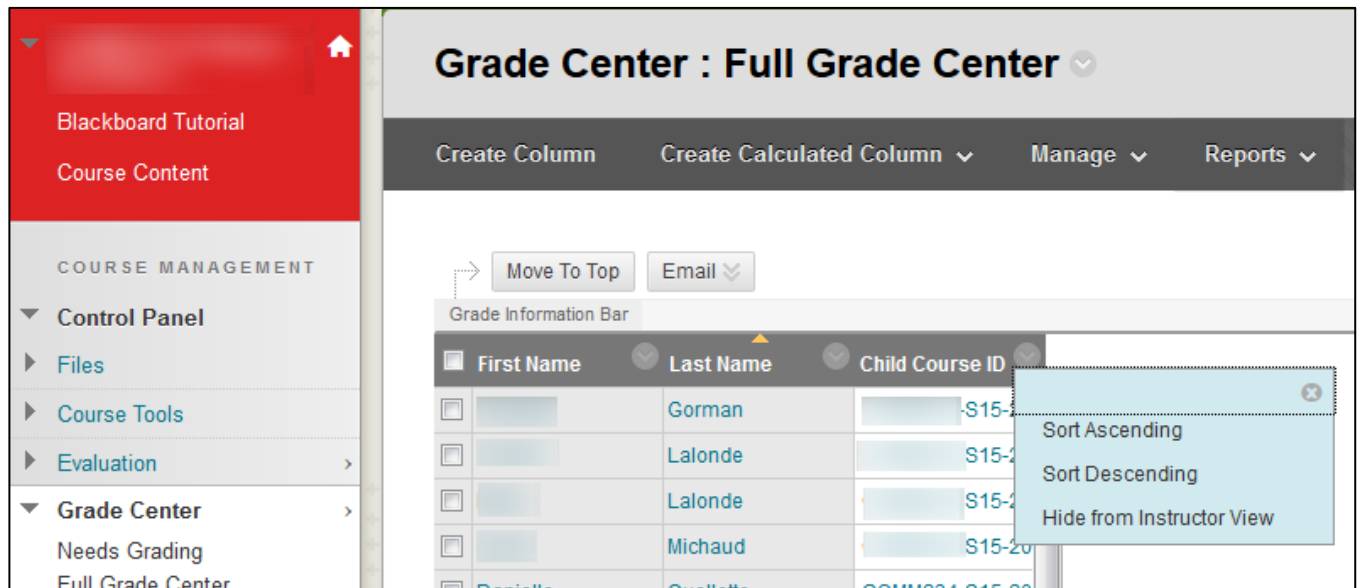


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## Listing students by sections in the Grade Centre

Merging course sections brings all your students together in alphabetical order in the Grade Centre. To sort students by sections, locate the **Child Course ID** Column > Click the downward chevron > Click **Sort Ascending** or **Sort Descending**, depending on which section you want to be listed first.



For more information on Blackboard, click on the link to open Blackboard Standards: A Guide for Faculty Members



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**For Blackboard Assistance, please Contact your eLearning Specialists:**

- Carolle Boudreau (Brockville and Cornwall), 613-933-6080 X 2248 [cboudreau@sl.on.ca](mailto:cboudreau@sl.on.ca)
- Elizabeth Pero (Kingston), 613-544 5400 X 1963 or [epero@sl.on.ca](mailto:epero@sl.on.ca)

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