Merge Enrollments in your Blackboard Courses

If you teach multiple sections of the same course you might wish to merge the rosters of those courses into one master Blackboard course. Merging the rosters would allow you to manage the content, course management, and communications tasks for all merged sections in one central location - the Parent Course. This has also been referred to as Shared Resource courses.

**Caution**

Be careful when submitting a request to merge enrollments.

- Some courses are combined automatically by the Registrar so you should not attempt to recombine with other courses. Check Blackboard first - if courses are merged, there will be an indication in the My Courses module in Blackboard.

- If you want to merge courses that are already combined with other courses, please submit a service request via the ITS Service Desk.

To undo course merge requires all of the Blackboard courses involved in the merge to be deleted and re-created. This can cause delays and difficulties with restoring your course materials.

To merge enrollments of your Blackboard courses:

1. Log in to MyUAlbany;
2. Click the Academic Services and Advising tab;
3. Click the Merge Blackboard Courses link listed on the left-hand menu;
4. Select the semester to view your courses;
5. **Select the courses** for which you want to merge enrollments

Choose Courses to Merge Enrollment in Blackboard

Term: Fall 2013

You can merge enrollments in your Blackboard courses (aka, Shared Resources course).
Sections that are cross-listed by the Registrar have already been automatically merged into a single Blackboard course.

To merge your course enrollments with Blackboard courses taught by another instructor, submit a request via the ITS Service Desk.

Courses that are available for merge are listed below. If you do not see the 'Merge Enrollment' checkbox, the course is already merged in Blackboard.

Follow these instructions to merge courses:

1. Click checkboxes under the Merge Enrollment column for all courses you wish to merge into a single Blackboard course;
2. Click the Merge Enrollment button;
3. Repeat steps 1-2 for all course merge sets;
4. When you have finished merging your courses, click the Done button.

More information about merging enrollment in Blackboard[link].

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Class Number</th>
<th>Subject Area</th>
<th>Catalog No</th>
<th>Class Offer</th>
<th>Description</th>
<th>Merge Enrollment</th>
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<tbody>
<tr>
<td>001149</td>
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<td>ALIN</td>
<td>325</td>
<td>0001</td>
<td>Sociolinguistics</td>
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<td>AFRE</td>
<td>399</td>
<td>0001</td>
<td>Special Topics</td>
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</tr>
</tbody>
</table>

6. **Click OK** to confirm the courses you've selected to merge;

Following Blackboard Courses will be merged into one course:

1. 2139-AFRE-397-9370
2. 2139-AFRE-700-8004
3. 2139-AFRE-399-9221

If this is incorrect, select 'Cancel' button to make changes.

If this is correct, select 'OK' button to proceed with course merging.

7. **Click the Done button** to complete the process;
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<th>Subject Area</th>
<th>Catalog Nbr</th>
<th>Class Section</th>
<th>Description</th>
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<td>✓</td>
</tr>
</tbody>
</table>

A confirmation message will be displayed that summarizes your request.

Blackboard Course Enrollment Merge

Your Blackboard course enrollments have been merged into a single “parent” course as follows.

Parent Course: Fall 2013-AFRE397/399/700-FOX
Merged Courses:
1. 2139-AFRE-700-8004
2. 2139-AFRE-399-9221
3. 2139-AFRE-397-9370

The new Parent Course contains no course materials or structure. You can copy materials just as with any Blackboard course, including copying materials from the merged courses.
For more information, refer to the AskIT Blackboard resources.

Course Merge Processing

Enrollment merge requests will be processed no earlier than one hour after your submission. It may take up to five hours for the merge to be completed.

Need more help? Contact the ITS Service Desk.