



Combine Enrollments from Multiple Sections into One Course

To copy enrollments from multiple sections into one course site on blackboard, follow these steps:

Important:

- Combining sections will also combine class rosters into one gradebook in your Blackboard course.
- You must have Instructor privileges in both courses to perform this procedure.

1. Go to the Blackboard course containing the roster you want to transfer from.
2. In the **Control Panel**, choose "**Copy Course**"
3. On the screen that opens, choose "**Copy Course Materials into an Existing Course**".
4. In Section 1, Browse to the course you want to transfer students to.
5. In Section 2, Check the box next to "**Tasks**".
6. In Section 3, Check the box that says "**Copy Enrollments**".
7. Click "**Submit**".

Depending upon the number of students and the number of instructors doing similar transfers, this could be practically instantaneous or could take 10-15 minutes.

8. When finished, you can make your active course "available" and the additional sections "unavailable".
9. Go into the section you will be using and change the name of the course to reflect that it covers both sections e.g "ENG101 section 01 and 02". To do this go to the control panel > settings > course name and description

IMPORTANT NOTE: If you choose to combine enrollments, you will have to repeat this method periodically through and upon the end of the Add/Drop period to ensure that new enrollees are "pinged" to your combined section and not left behind in the unavailable section.