

How to Active & Merge Courses Together in Blackboard Learn

Please note: The steps in this tutorial are intended for non-Global Campus courses. If you are teaching an online course these steps will be done for you as a part of the design process.

To access Blackboard Learn, login to learn.wsu.edu. On the home page you'll see a list of your courses under My Courses.

My Courses

Courses to which you are assigned as a course editor:

New processes allow you to create and manage your Bb Learn course spaces in real time - no waiting on support staff to respond to your request. If you require assistance just email online.registrar@wsu.edu.

1. Select **ACTIVATE** next to the course ID to create your new course space, manage and edit content. When the course ID is an active hyperlink, the course space has been activated.
2. If needed, **MERGE** course spaces so that you can manage just one course space for multiple sections - [Instructions](#)
3. To **COPY** an existing Bb course into a newly activated one. [Instructions](#)

* Global Campus courses are managed through the Course Verification process and enabled by Global Campus before the official start date.

Show Enrollment Counts

Term: Continuous Show Rosters search

Enrl	Course Title (Course ID)	Availability	Action
	2016-17 IP Faculty Led Financial Planning (2016-17-ONLIN-IntProg-101-NC185321-LEC)	Enable	Merge
	Faculty Training (CONT-000-ONLIN-Faculty_Training-100-LEC)	Enable	Merge
	Excellence in Online Teaching (CONT-ONLIN-GCCert-101-NC136906-LEC)	Disable	Merge
	Faculty Training (CONT-000-ONLIN-Faculty_Training-099-LEC)	Enable	Merge
	Learning Innovations Academic Technology Community (CONT-ONLIN-TTT-099-NC160455-LEC)	Disable	Merge
	Faculty Training Blank (Faculty_Training_Blank)	Enable	Merge

There is a drop down menu that will allow you to sort your classes based on the semester they are offered and other criteria.

There are several options for searching or sifting through your courses, including a keyword search box.

If after selecting the correct semester in the drop down menu in My Courses, you don't see your classes that you are scheduled to teach, please work with your department to ensure you are assigned as an instructor. Teaching assistants and co-instructors also have to be added by the department scheduler in order to have instructor-level access to a Blackboard course space.

After locating your roster or course space for the class you wish to offer online, you must first activate the course space. If you have multiple sections of a course, first decide how you want to manage those sections. You have two options:

1. You may activate a parent course then merge sections with the parent course. This is a great option if you plan to use the same content for multiple sections.
2. You can activate the sections separately. Choose this option if you have unique content for each section, or if you only have one section of a course.

Note: special processes have to be followed if you want to merge Global Campus courses and rosters with non-Global Campus courses and rosters. Please contact the online registrar at online.registrar@wsu.edu if you want to merge Global Campus courses with non-Global Campus classes.

Activating a Parent Course & Merging Sections Together

Select a section of the course you want to make the parent and select Activate. Select only one roster section to activate, as you will not be able to merge two activated course into the same course space.

Crop Growth and Development (ROSTER-2016-SPRI-PULLM-CROP_SCI-202-4966-LAB)	Activate
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The parent course space is now active. To merge other rosters with this course (un-activated Rosters), select the corresponding merge option.

Crop Growth and Development (2016-SPRI-PULLM-HORT-202-4963-LEC)	Enable	Merge
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You will then be prompted to select the rosters to merge into the selected parent's space. Select the rosters you'd like to merge with the parent course space using the check boxes. Then select Merge at the bottom of the box to complete the action.

Select sections to merge with 2016-SPRI-PULLM-PHYSICS-590-4601-LEC

- Crop Growth and Development (ROSTER-2016-SPRI-PULLM-CROP_SCI-202-4966-LAB)
- Intermediate Microeconomics without Calculus (ROSTER-2016-SPRI-EVERE-ECONS-305-9654-LEC)
- Intermediate Microeconomics without Calculus (ROSTER-2016-SPRI-TRICI-ECONS-305-9685-LEC)

Note, cross-listed courses will appear as separate roster spaces. You will have to manually merge the cross listed rosters into the same course space if you want all the students to have access to the material in the same space.

You're now ready to work in the course space. To do so, select the course ID link.

Crop Growth and Development (2016-SPRI-PULLM-HORT-202-4963-LEC)	Enable	Merge
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Activating Individual Course Spaces

Here's how to activate an individual course space. Simply select Activate next to the course roster you wish to turn into a course space. Make sure that this is the action you wish to take, as it cannot be undone without assistance from the Online Registrar (online.registrar@wsu.edu).

Crop Growth and Development (ROSTER-2016-SPRI-PULLM-CROP_SCI-202-4966-LAB)	Activate
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Now that course ID is an active hyperlink. You're now ready to work in the course space. To do so, click on the course name.





Crop Growth and Development (2016-SPRI-PULLM-HORT-202-4963-LEC)	Enable	Merge
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You may repeat this process to activate all other rosters and create individual Blackboard course spaces for each class roster.

If for some reason you want to unmerge a section, simply return to your My Courses box on the My Institution page. Make sure the option to "Show Rosters" is selected.

Term All	<input checked="" type="checkbox"/> Show Rosters	search	
Enrl	Course Title (Course ID)	Availability	Action

Then select Remove next to the section you'll be unlinking. A pop up box will ask you to confirm your selection.

Teach Probability & Statistics (2016-SUMM-SPOKA-TCH_LRN-463-7659-LEC)	Disable	Merge
 Teaching Concepts of Probability and Statistics (ROSTER-2016-SUMM-VANCO-TCH_LRN-463-7587-LEC)		Remove
 Teaching Concepts of Probability and Statistics (ROSTER-2016-SUMM-PULLM-TCH_LRN-463-7658-LEC)		Remove
 Teaching Concepts of Probability and Statistics (ROSTER-2016-SUMM-SPOKA-TCH_LRN-463-7659-LEC)		Remove
 Teaching Concepts of Probability and Statistics (ROSTER-2016-SUMM-TRICI-TCH_LRN-463-7691-LEC)		Remove

When you are ready to allow student access to your course space, select Enable. A pop up box will appear and ask you to confirm your selection. Please note that all actions you take to activate, merge, and enable your courses are in real time, so there's no waiting for someone else to finalize your changes.

[BSCI] General Biology (2016-SPRI-PULLM-BIOLOGY-102-3061-LAB)	Enable	Merge
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Once you've created and enabled your courses, you may want to hide the rosters to make the My Courses box more manageable. To do so, deselect the Show Rosters checkbox.

If you require assistance merging or activating your courses, the WSU Global Campus team is here to assist you, just email global.elearning@wsu.edu.