Merging Course Rosters in Blackboard

1) Within one of the courses you wish to merge, click on Control Panel, Course Tools, and More Tools (GW). Since a merged course is blank, it is recommended that the merge occur prior to content being uploaded to individual courses.

2) On the More Tools (GW) page, click Merge Course Rosters.

3) Choose all courses to be merged.

4) Enter a name for the course. Then Click Submit.

5) You will see a review page with the name of the merged course and an updated roster based on all separate courses selected. When you click Submit, the merge occurs.

Please note that the roster in the merged course will NOT update automatically.

Be sure to return to More Tools (GW) to synchronize the merged course roster at regular intervals – especially during the first weeks of the semester - to ensure roster accuracy.

Synchronize Merged Course Rosters
Update the roster of a merged course