Combining Blackboard Sections

It is possible to combine enrollments from multiple sections into one Blackboard section. For example, you may teach 3 sections of the same class and would prefer to manage documents and communication in one section rather than in three separate sections (which would triple the workload). You do this by copying enrollments from two of the sections into the third.

Part A: Combining Enrollments

Step 1: Select one of the courses to use as the “combined” section. Access this section from your course list in Blackboard.

Step 2: Select Control Panel > Customization > Properties and Rename the course in some way so you will know this is the course will be using. This may be as simple as adding the semester and year to the end of the name. It is up to you to decide how you rename the course, just bear in mind the students will see the new name as well.

You may at this point also want to rename the sections you will not be using and adding “Not Used” to the end of the name of those sections. Make sure to also leave these sections unavailable, so the students will only be able to access the “combined” section.

Step 3: Click the MyBlackboard tab in the upper left area of the Blackboard screen and select one of the courses you will NOT be using from the MyCourses list.

Step 4: Select Control Panel > Packages and Utilities > Course Copy.

Step 5: On the Course Copy screen, Browse for the “combined” section (the one you renamed in Step 1). This is the Destination Course.
Step 6: From the checkboxes provided, select **Glossary** or some other unused tool.

You cannot copy enrollments by themselves. One of the items in section 2 must be selected. I typically use the Glossary, but any unused area can be selected.

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Step 7: Select **Copy links to Course Files** under section 3, File Attachments. **DO NOT skip this step!**
**Step 8:** Select **Include Enrollments in the Copy** under section 4 and click **Submit**.

Repeat Part A, Steps 3-8 for each section you are not using and want to add to your “combined” section.
Part B: Setting Up Groups

In most cases it is desirable to keep the students separated by their CRN enrollment within the combined section. This is primarily done for separating the students in the Grade Center. Instructors may also want the students collaborating within the CRN “group” and not as part of the larger enrollment list.

**Step 1:** Begin by printing the rosters from MyCentral for each of the sections combined (Mycentral has the official roster).

**Step 2:** From within the “combined” section, select Control Panel > Users and Groups > Groups.

**Step 3:** Click the Create button and select Group Set > Manual Enroll on the Groups page.

**Step 4:** Give the Group Set an appropriate Name (you will be able to modify/append the set name later). A description shouldn’t be necessary.
Step 5: While still on the Create Group Set screen, decide if you want the group to be available to the students. If you are only using this for Grade Center grouping, set the group availability to No.

Select the Tools you would like the Group to have access to (if you are only using this for Grade Center grouping, deselect all the tools).

Enter the number of Groups needed.

DO NOT select to create a Smart View at this time. This will be done in the next few steps.

Click Submit.
Step 6: On the **Edit Groups Set Enrollments** screen, you can modify the name of each group.

![Section 12345](image)

Click the **Add Users** button to add students to each group. This is where you will use your MyCentral roster printouts. You will only be adding the students for this particular CRN group.

**Note:** If the **Add Users** window does not open, the popup is likely being blocked. Your pop-up blocker needs to be disabled or you need an exception added for Bb. See the “Pop-up Blocker Settings” section of browser settings guide for your particular browser. [http://www.ucmo.edu/centralnet/Blackboard/help/browser_settings.htm](http://www.ucmo.edu/centralnet/Blackboard/help/browser_settings.htm)

Check the boxes next to the appropriate students and click **Submit**.

![Add Users](image)
**Step 7:** Repeat Part B, Step 6 for each of the sections you are combining. Click **Submit** at the bottom of the **Edit Groups Set Enrollments** screen.

**Part C: Setting up Grade Center Smart Views**

Smart views will be used to divide the Grade Center into different views based off their CRN group enrollment. This will help when entering grades as you will have, for example, three views of 20 students each rather than all 60 students at once.

**Step 1:** While still on the Groups page (**Control Panel > Users and Groups > Groups**), check the box next to each group and select **Bulk Actions > Create Smart View for Each Group**.

**Step 2:** Access the Grade Center, **Control Panel > Grade Center > Full Grade Center**.

**Step 3:** From the buttons at the top of the **Grade Center** screen, select **Manage > Smart Views**.

**Step 4:** Click the star (favorite) button next to each group smart view listed and click **OK**.
Each of the smart views will now have a link in the **Control Panel** you can use to quickly access each group’s Grade Center.