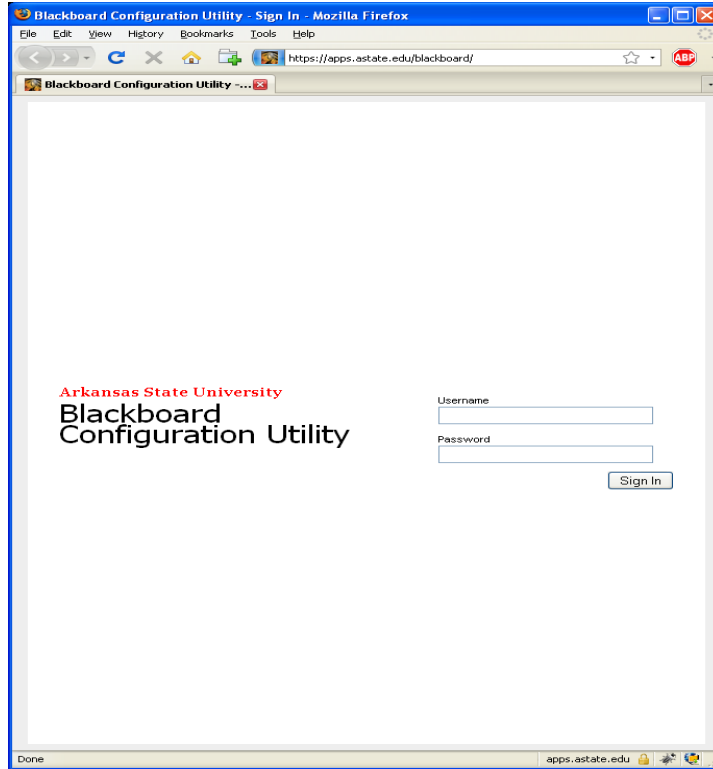
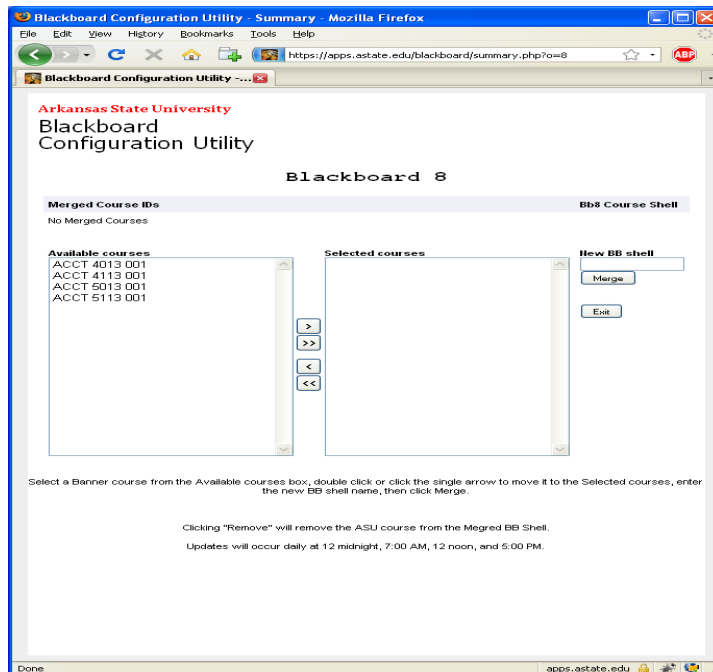


Arkansas State University Guide to Merging Courses & Sections in Blackboard

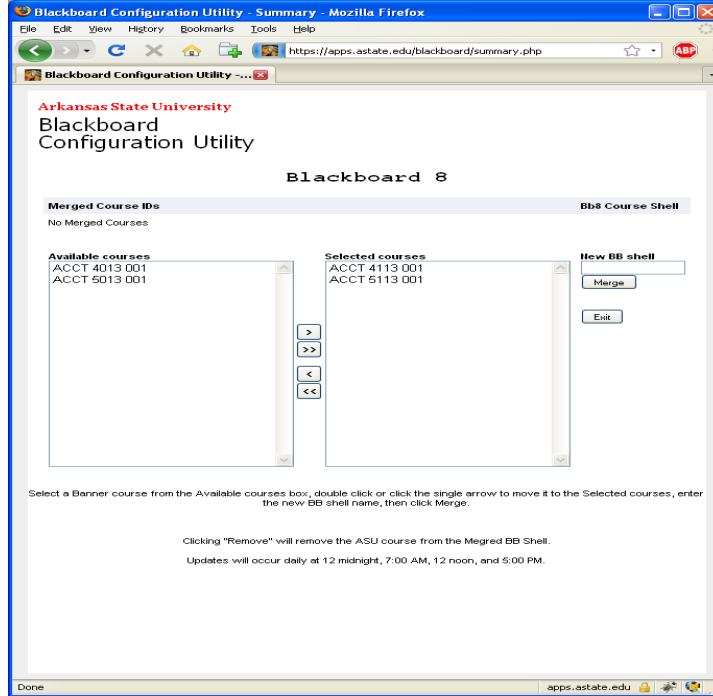
1. Log in to the Course Merge Utility site at: <https://apps.astate.edu/blackboard> with your ASU Email address and password.



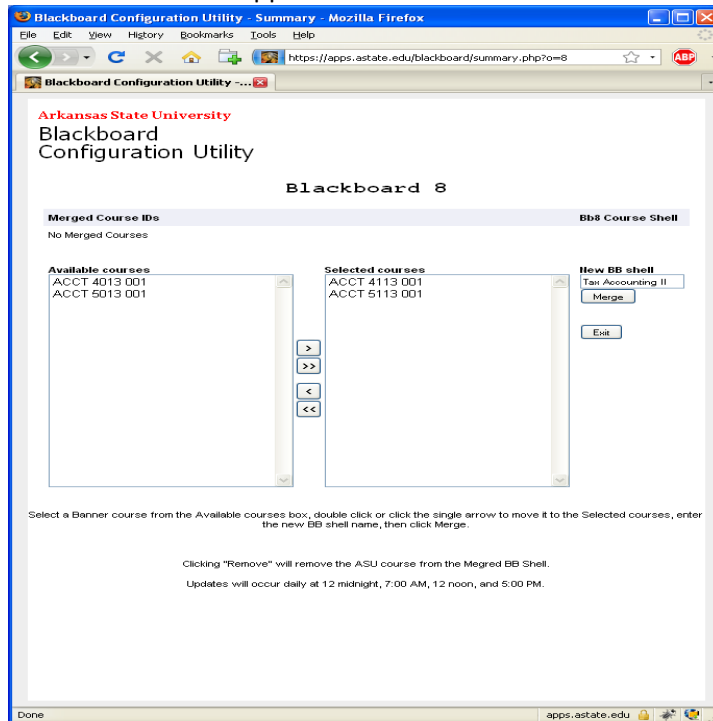
2. You should see all of the courses and sections for which you are listed in Banner as the instructor of record.



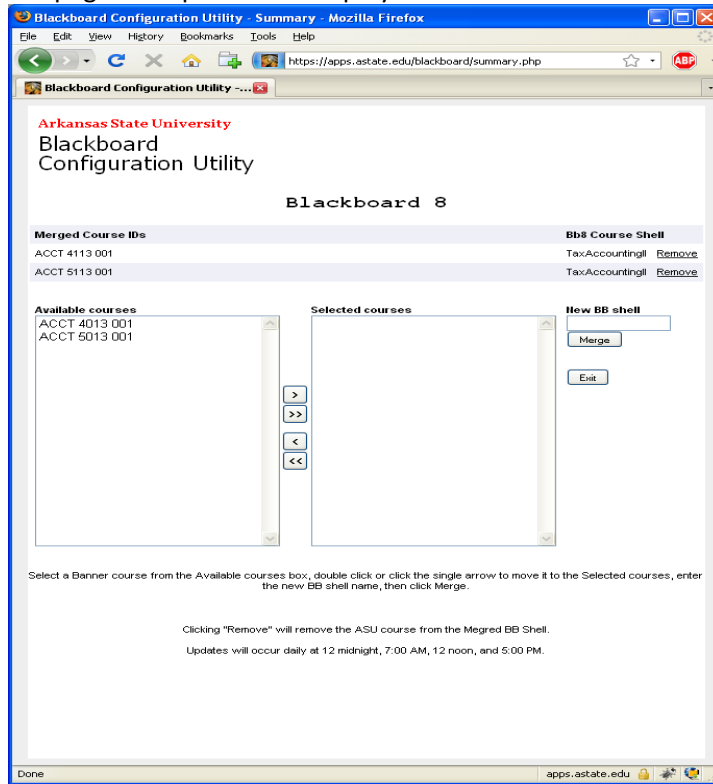
3. Select the courses and/or sections that are to be merged into a single course shell, and click on the single arrow to move them to the selected courses box on the right.



4. Once the courses are listed as desired in the selected course window, give the course shell a name in the "New BB shell" text box and click merge. This is the name that the course will appear as in Blackboard.



5. The page will update and display the courses that have been merged.



6. Once this process is complete, the new merged course shell will be created in the next update window. (7AM, 12Noon, 5PM, 12Midnight)