Instructors can use the Blackboard Course Combine Utility to combine sections of a course into a single course section. This is often used to reduce the number of courses that an instructor has to manage within Blackboard, especially when each section will have identical content.

**NOTES:** Before combining sections, EdTech recommends sending your students a notification that their sections will be combined into a single course.

You should also notify your students what section they should login to after the course has been combined.

You can create Groups within your combined course corresponding to the sections enrolled in the course. This way you can send email messages to a single section (Group) of students. You can also use Adaptive Release to target assignments for particular Groups or to stagger the release of content over the course of the semester so that content is only available to certain sections (Groups) at certain dates/times.

### COMBINING COURSES

1. Go to [https://itweb.mst.edu/~bbfocus](https://itweb.mst.edu/~bbfocus).
2. Type in your Missouri S&T userid and password.
3. Select the term from the dropdown list and click Get Matching Courses. **NOTE:** The current semester is selected by default.

You will see a list of all courses that you will be teaching in the chosen semester.

4. Destination (Parent) Course is the course you want all others to combine in. Click ONE radio button in the Destination (Parent) Course column.
5. Click one or more radio buttons in the Source (Child) Course column for the sections you want to combine into the Destination (Parent) Course. **NOTE:** Make sure that you combine only the sections in the courses you want to. Don’t combine them all without checking this. Sections that will NOT be combined should still have the N/A Section radio button marked.

6. Click **Proceed to Course Combine.** You will be able to review the sections that will be combined. Do NOT go to Step 7 below until you have reviewed the sections.

7. Click **Confirm Combination.** **WARNING:** You will NOT be able to undo this process! Be absolutely sure before clicking **Confirm Combination.** You will see a confirmation page indicating which child courses will be combined into the parent course and the estimated time of day the course combine is expected to take place.

Verify Courses to Combine

**Please be certain you have correctly set up the course combine**
**The combination can NOT be reversed once you clicked "Confirm Combination" button!!**

- MST-ID-120-3A-70096-SP2011
- MST-ID-120-3A-70097-SP2011
- MST-ID-120-3A-70098-SP2011
- MST-ID-120-3A-70099-SP2011

**Course ID**

- ARCH_ENG_217: STRUCTURAL ANALYSIS I (LEC 1B) SP2011
- ARCH_ENG_217: STRUCTURAL ANALYSIS I (LAB 3B) SP2011
- CIV_ENG_217: STRUCTURAL ANALYSIS I (LEC 1B) SP2011
- CIV_ENG_217: STRUCTURAL ANALYSIS I (LAB 3B) SP2011
- IDE 110: MECHANICS OF MATERIALS (LEC 1C) SP2011
- IDE 120: MATERIALS TESTING (LAB 3A) SP2011
- IDE 120: MATERIALS TESTING (LAB 3B) SP2011
- IDE 120: MATERIALS TESTING (LAB 3C) SP2011
- IDE 120: MATERIALS TESTING (LAB 3D) SP2011
8. Click **Back to Main Page** to return to the main course combine utility page. The course combine will now show up on the main page for that semester. Parent courses will show up in **GREEN** font, while Child courses will show up in **BLUE** font. Furthermore, a Parent course will have a **Combined Classes** link. Clicking the link will expand the Parent course and show which courses are children of the Parent course.

**Course Combine Request Confirmed**

**Source Course (Child)**  **Combined Into Destination Course (Parent) Effective by**

MST-IDC-120-3D-70096-SP2011  
MST-IDC-120-3C-70096-SP2011  
MST-IDC-120-3B-70097-SP2011

![Green: Destination Course (Parent Course)](image)

**MAIN PAGE:**

**Matching Courses for SP2011**

<table>
<thead>
<tr>
<th>N/A Course</th>
<th>Source (Child) Course</th>
<th>Destination (Parent) Course</th>
<th>Course ID</th>
<th>Course Title</th>
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<td><strong>Combined Classes</strong></td>
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<td>IDE 120: MATERIALS TESTING (LAB 3B) SP2011</td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** The Source (Child) Sections will still be visible to you and to your students in Blackboard. EdTech strongly recommends making those sections Unavailable to your students. If you want to remove those sections from your own visibility, you can do so as well on the Blackboard Home page.