Blackboard Manager:

Activating, Copying and Merging Multiple Sections into one Blackboard Master Course

Getting Started:

1. Login to Blackboard
2. Select My NDSU on the top right.
3. Click the “NDSU Course Activation” tab at the top of the Blackboard window
4. Click “Login to Bb Manager” link
5. Log into CAS using the same credentials you use to log into NDSU computer labs.

Select Merge Sections to combine multiple sections of a course (i.e. 400/600 level courses, etc.) into one Blackboard course shell

6. At the Course Wizard, Click the correct “Term”, Click “Merge Sections” and Next
The Campus Connection course(s) where you are listed as instructor will appear for you to activate/merge.

7. In the “Master course name” field, type in a name for the master course. The suggested format includes the: term, dept. acronym, course number, course title and “Master”. Students do not see this title, they see the course title as it appears in Campus Connection.

   Course title example: Fall 2019: CHEM 101 – Introduction to Chemistry - Master

   • Check the boxes to the left of each course section to be merged.
   • Click Next

You will be brought to “Course Wizard: Copy” page.

8. a. If you DON’T want to copy any content, click the Skip the Copy Step and proceed to the validation page.

9. A final validation appears. If everything is correct, click Submit Request.

To Copy Previous Course Content

9. b. Click on the name of the course to copy from.
Note: the “Course Id” displays the class number of the course, make sure it is from a previous course. This information assists in choosing the correct course to copy from.

10. A final validation appears. If everything is correct, click Submit Request.

If you “copied content”, the Copy Source ID will also display.

**NOTE:** The Course should be the current semester course and the Copy Source should be your previous course number!