

Blackboard Course Section Activation and Merge Instructions – for Instructors



Introduction:

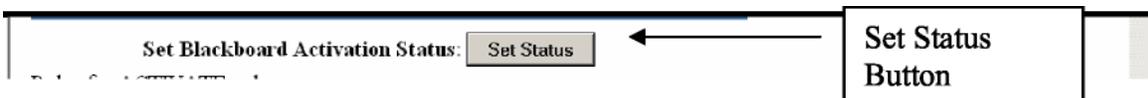
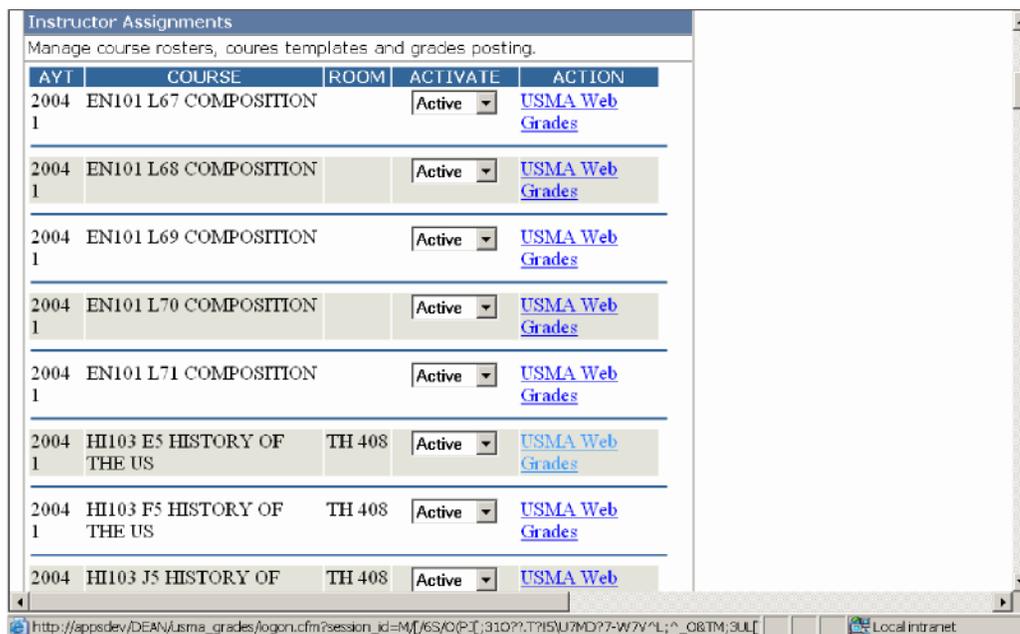
The Software Engineering folks at USMA have provided AMS with the ability to merge multiple course sections into one master course section in Blackboard. However, before you can merge, copy, or use your Blackboard courses, you must first activate them in AMS so Blackboard can create them.

Activating your Course Sections in Blackboard

Step One: Login to the AMS system. The login url is: <https://apps.usma.edu>

Step Two: Once logged in, you will be brought to the Academy Management System (AMS) Staff & Faculty Portal (make sure that the correct year and term are selected).

Step Three: You will then see all listed Course Sections. To make a section active, choose "Active" for each course section and then click the "Set Status" button (see images below)



Merging Courses in Blackboard

After you have activated your course sections as an instructor and have waited for Blackboard to update to AMS (this usually occurs at noon and midnight, though we typically update more often during Add/Drop), you can merge some or all of your sections of the same course into one Blackboard course if you wish. Merging your course sections consolidates them into one instance to keep updated, however, if you think you will have course section specific differences (e.g., different announcements, content, discussion boards, etc.), you may choose to keep the sections separate. If you choose to not merge your course sections, you can use the course copy process instead to update information between sections. (see separate document entitled "Blackboard Copy Instructions".)

Step One: Login to AMS and find your Instructor Assignments area.

Step Two: Click on the link which says "To merge some or all of your courses, click here".

Step Three: To merge your sections, choose one course section (NOT the Control Course) from the 'Source/Master' (left) column. Choose one or more course sections from the 'Recipient/Subordinate' (right) column. Use the control key to choose more than one course section. (*Important Note: If you have content in one of the courses that will be merged, please choose that course for the Source/Master.*)

Step Four: Click the "Merge Courses" button, and read warning message. *Important Note: to complete the merge, you must click the 'Merge Courses' button again.*

The screenshot displays the 'USMA Course Section Management System' interface. On the left, under 'MERGE INSTRUCTIONS', a list of steps guides the user through selecting a 'Control Course' and one or more 'Recipient/Subordinate' courses, clicking the 'Merge Courses' button, and reading a warning message. The central window shows two columns: 'Source/Master' (containing CE302 B2, EM302 B1, EM302 D1, EM302 E1, EM302 F1, CE489 Z10) and 'Recipient/Subordinate' (containing CE302 D1, CE302 E1, CE302 F1, EM302 B1, EM302 D1, EM302 E1, EM302 F1, CE489 Z10). A 'Merge' radio button is selected, and the 'Merge Courses' button is highlighted with a red box and labeled 'Merge Courses Button'. Below the columns are 'Clear All' and 'course copy options' buttons. On the right, the 'NOTICES/WARNINGS' section lists five steps, with the first step corresponding to the 'Merge Courses' button. At the bottom, the 'Message Board' shows a list of merge actions: 'CE302 B2 currently merged with CE302 D1', 'CE302 B2 currently merged with CE302 E1', 'CE302 B2 currently merged with CE302 F1', and 'CE302 B2 currently merged with CE489 Z10'.

Step Five: Following the next Blackboard/AMS update, your merge request will be processed and your merged course will appear in the My Courses window on your My USMA page in Blackboard.
