Combine Blackboard Course Shells

Instructors who teach multiple sections of the same course may prefer to manage those sections through a single cross-listed course with associated child courses.

**Important Note:** Courses must be combined BEFORE adding course content to the Blackboard course shell. After courses are combined, a new shell will be created. Any content added to course shells prior to the combine will be lost! You must also combine courses BEFORE activating the course.

Login to the Blackboard Course Management Portal

1. Access the current Blackboard environment:
   - Blackboard 1 (Bb1): Fall, Spring, and Winter mini-term courses are available at [https://bb.uhd.edu](https://bb.uhd.edu)
   - Blackboard 2 (Bb2): Summer and May mini-term courses, committee meeting spaces, as well as Continuing Education classes are available at [https://bb2.uhd.edu](https://bb2.uhd.edu)

2. Login using your UHD credentials.

3. Once logged into Blackboard, locate the Manage Blackboard Courses module.

   **Note:** The module may appear anywhere on your Courses and Information page. You may rearrange the modules on this page.

4. Click the Manage Blackboard Course button.

5. You will be taken to the Blackboard Course Management Portal login screen.
Combine Courses Inside of the Blackboard Course Management Portal

1. After logging in, click **Select a Term** and then select the correct term from the drop-down menu.

   How to Use this Page

   Please select a term below to find your assigned courses.

   Click the Manage Blackboard Course link to setup your Blackboard course for a particular section.

   The Manage Blackboard Course page will allow you to combine sections into one Parent course and make your course available for student use.

   Students will NOT have access to the course unless you have activated the roster from the Manage Blackboard course page.

   Be sure to verify that your course content is ready for student use BEFORE you enable student access.

   **WARNING:** If you plan to combine course content for several sections into one Master course shell, that MUST be done BEFORE you enable student access.

   ![Select a Term Drop-down Menu]

2. Click **Show Courses**.

3. You will see a list of courses. For each course there is a **Manage Blackboard Course** button.

   Select this button for one of the courses you would like to include in the course combine.

   ![Show Courses](image-url)
4. On the next page, select **Combine Course Sections**.

5. Locate the second course you would like to include in the course combine and then click **Add this as a child course**.

6. You should now see the Parent course and any associated child courses.

7. Repeat step 5 if you would like to include additional courses.

8. Select **Remove this child course from parent**, if you would like to remove a course from the combine.

9. Click **Submit** once your selections have been made.

10. Select **Pick a new term or course** at the top of the screen to return to your list of courses.

   **Please allow up to 4 hours for this change to reflect in Blackboard.**

   For additional support, use our [Blackboard Help Form](#)