

Blackboard

Merging Sections in Blackboard (updated August 2019)

By default, a Blackboard course site is created for every section of a course. Instructors who have courses with multiple sections or cross-listed sections, and who desire to use/maintain only one Blackboard course site, can request that their sections be merged. This procedure will aggregate all of the enrollments into one section.

Some Terminology:

- Parent/Master/ Target – this is the section that will aggregate all of the enrollments; this is the section that Instructor(s) will use post-merge.
- Child/Source – the enrollments from the Child sections will be aggregated in the Parent/Master section; Instructor(s) will not use the Child section(s) and they will not be made available to students.
- Child Course ID – a new column that appears in Users and the Grade Center that contains the Course ID of the Child/Source enrollment.

Notes:

- Any submitted assignments or grades entered into individual sections prior to a course merge do not transfer to the merged course. Therefore, it is probably best to request a course merge before the semester is underway.
- If a student switches sections from a Child section to the Parent, the enrollment is REMOVED from the Child section.

To request a merge:

- Send an email to blackboard@jhu.edu listing all of the sections you want merged. Make sure you identify the section you want all others to be merged into – that is, identify the ‘target’ section (usually section 01).
- Please identify sections in the full Blackboard course id format, e.g., AS.123.456.01.FA19.
- You will receive a confirmation email when the merge is complete, usually in 1-2 days.
- Note: It is possible to merge any Blackboard course section, including ‘AS’ sections with ‘EN’ sections, for example.

After a course is merged:

- All students are added to the target or parent section of the course (this is usually section .01 but not always). Instructors will still see the remaining sections, which can be ignored.
- Drops and adds are maintained by the Blackboard server. If a student adds the course after a section merge, he/she will automatically be added to the target section.
- Students essentially lose their section identities once a course is merged; they are combined into one alphabetical list in the grade center.
- There is a way to filter the grade center by section by setting up Smart Views so that instructors and TAs can grade by section.

Blackboard

Identify Child Course ID

After your merge has been completed, you can view the enrollments in the Parent section. Note that there is a column which shows the student's original section.

USERNAME	FIRSTNAME	LASTNAME	EMAIL	ROLE	CHILD COURSE
mshield4	TALALAY	MARY	mtalalay@jhu.edu.TEST	INSTRUCTOR	ED.851.512.91.FA18 Politics of Education
larpeso1	ARONSON	ISAAK	larpeso1@jhu.edu.TEST	INSTRUCTOR	ED.851.512.92.FA18 Politics of Education
lpeter50	PETERS	LAURENCE	lpeter50@jhu.edu.TEST	INSTRUCTOR	ED.851.512.91.FA18 Politics of Education
lpatoch1	PATOCHEK	LEANDRA	lpatoch1@jhu.edu.JHU.TEST	STUDENT	ED.851.512.91.FA18 Politics of Education
lsanche7	SANCHEZ PIMENTA	ISABELLA	lsanche7@jhu.edu.JHU.TEST	STUDENT	ED.851.512.91.FA18 Politics of Education
cdeman2	DEMABIA	COURTNEY	cdeman2@jhu.edu.JHU.TEST	STUDENT	ED.851.512.92.FA18 Politics of Education
nharper5	HARPER	NATHALIE	nharper5@jhu.edu.JHU.TEST	STUDENT	ED.851.512.92.FA18 Politics of Education

If you view the students in the grade center, there is a Child Course ID column which also shows the original section for each student. If the cell is blank, the student was originally in the Parent section.

Grade Center : Full Grade Center					
The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center.					
Create Column Create Calculated Column Manage Reports					
Merge creates new column					
Grade Information Bar Child Course ID					
	LAST NAME	FIRST NAME	USERNAME	LAST ACCESS	CHILD COURSE ID
<input type="checkbox"/>	ARONSON	RYAN	larpeso1		
<input type="checkbox"/>	PIMENTA	HANNAH	lsanche7		
<input type="checkbox"/>	BRUNER	TAYLOR	tbruner1		ED.851.512.92.FA1:
<input type="checkbox"/>	CHAVEZ	ALBERT	achavez2		ED.851.512.92.FA1:
<input type="checkbox"/>	CHUNG	TIFFANY	tchung15		ED.851.512.92.FA1:
<input type="checkbox"/>	DECARLO	THOMAS	thecarlo2		
<input type="checkbox"/>	DEMABIA	COURTNEY	cdeman2		ED.851.512.92.FA1:

Blackboard

Smart Views

If you want to create a smart view for each original section, it requires a few steps.

- Go to the full grade center and choose Manage → Smart Views.

The first screenshot shows the 'Grade Center : Full Grade Center' interface. The 'Manage' dropdown menu is open, and 'Smart Views' is highlighted. The second screenshot shows the 'Smart Views' section with the 'Create Smart View' button highlighted.

- Choose Create Smart View

- You will create a smart view for each section. For courses with sections, for example, .01 - .08, this would be the .02 - .08 sections. Section .01 is usually the parent section. Each section requires the creation of its own smart view; they can not be created in bulk. See screen shot on next page

Blackboard

- Start by creating a smart view for section .02. You will name it Section .02 and then check to add as favorite, so it will appear in the grade center tab of the course tools menu.
- Choose the custom option and select the criteria Child Course ID CONTAINS .02.
- You will repeat this process for each child course ID.

SMART VIEW INFORMATION

Add Smart view name to correspond with section number

Name: Section .02

Description: [Empty text area]

Type: Custom

Add as Favorite: **Click to add as favorite**

SELECTION CRITERIA

Type of View:

- Performance View specific users based on their performance on a single item.
- User View individual users.
- Category and Status View items by their category and status.
- Custom** Build a query based on user criteria.

Choose custom

Select Criteria: Select the users' grade criteria to benchmark.

Select Child Course ID, set to 'contains,' and put section number. Choose SUBMIT.

User Criteria: Child Course ID Condition: Contains Value: .02

Be sure to check the 'All Columns' criteria so that the Smart View shows all assessments for each student for each section:

Filter Results

Columns to Display in Results:

All Columns

Include Hidden Information

Create Parent Section Smart View

- To create a Smart View for the students who were in the parent section (usually .01), you will need to create a manual column. Go to Grade Center and choose 'Create Column.'

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is t

Create Column Create Calculated Column Manage

Move To Top Email

Grade Information Bar

<input type="checkbox"/>	LAST NAME	FIRST NAME	USERNAME	CHILD ID
--------------------------	-----------	------------	----------	----------

Blackboard

- Fill in the information as shown in screen shot. Be sure to also choose the settings to disassociate with grade center, and do not show to students.

OPTIONS

Select **No** for the first option to exclude this Grade Center column from calculations to Students in My Grades.

Include this column in Grade Center calculations Yes No

Show this column to students Yes No

Show Statistics (average and median) for this column to Students in My Grades Yes No

* Column Name

Grade Center Name

Description

Path: p

Primary Display Grades must be entered using the selected display option.

Secondary Display This display option is shown in the Grade Center.

Category

* Points Possible

- Once this column is added, you will only need to enter data for the students from the parent section. These will be apparent, because the field is blank in the Child Course ID.

Grade Center : Full Grade Center

The Full Grade Center displays all columns and rows in the Grade Center and is the default view of the Grade Center. [More](#)

Create Column Create Calculated Column Manage Reports

Move To Top Email

	LAST NAME	FIRST NAME	USERNAME	CHILD COURSE ID	CHILD ID MANUAL (DO NOT DELETE)
<input type="checkbox"/>	SCHMIDT	STEPHEN	sschmi33	Students from parent (or .01 section) are empty	.01
<input type="checkbox"/>	PITT	GARRETT	gpitt2		.01
<input type="checkbox"/>	OSPINA	MARIA	mospina2		.01
<input type="checkbox"/>	WRIGHT	BRIAN	bwright36		.01
<input type="checkbox"/>	EZEKWESILI	EBUKA	eezekwe1	EN.530.254.02.FA1*	--
<input type="checkbox"/>	HENDERSON	VALERIE	vhender8	EN.530.254.02.FA1*	--

Blackboard

- Enter .01 in the Child ID Manual (Do not delete) column. You will need this data for the smart view. There is no need to enter other section numbers because these smart views have already been created. You can hide this column when you're finished but do not delete.

STUDENT NAME	USERNAME	CHILD COURSE ID	CHILD ID MANUAL (DO NOT DELETE)
PHEN	sschmi33		.01
RETT	gpitt2		.01
RIA	mospina2		.01
AN	bwrigh36		.01

- Now, create the Smart View for the parent section. See the screen shot:

SMART VIEW INFORMATION

Name

Description

Type Custom

Add as Favorite

SELECTION CRITERIA

Type of View

- Performance** View specific users based on their performance on a single item.
- User** View individual users.
- Category and Status** View items by their category and status.
- Custom** Build a query based on user criteria.

Select Criteria *Select the user criteria to include*

User Criteria: Condition: Value:

Blackboard

- The Smart Views will appear below the course menu in the course tools section:

