

To Merge (combine enrollment) Brightspace sections, login to Brightspace, and click the Tools menu, and select Course Merge from the drop down menu.



You will then see a list of your Fall 2020 course.

Click on the course/sections you would like to merge.

Then click the Select button.

Course Merge ⓘ

Instructor

Username

Available Courses to Merge for Fall 2020

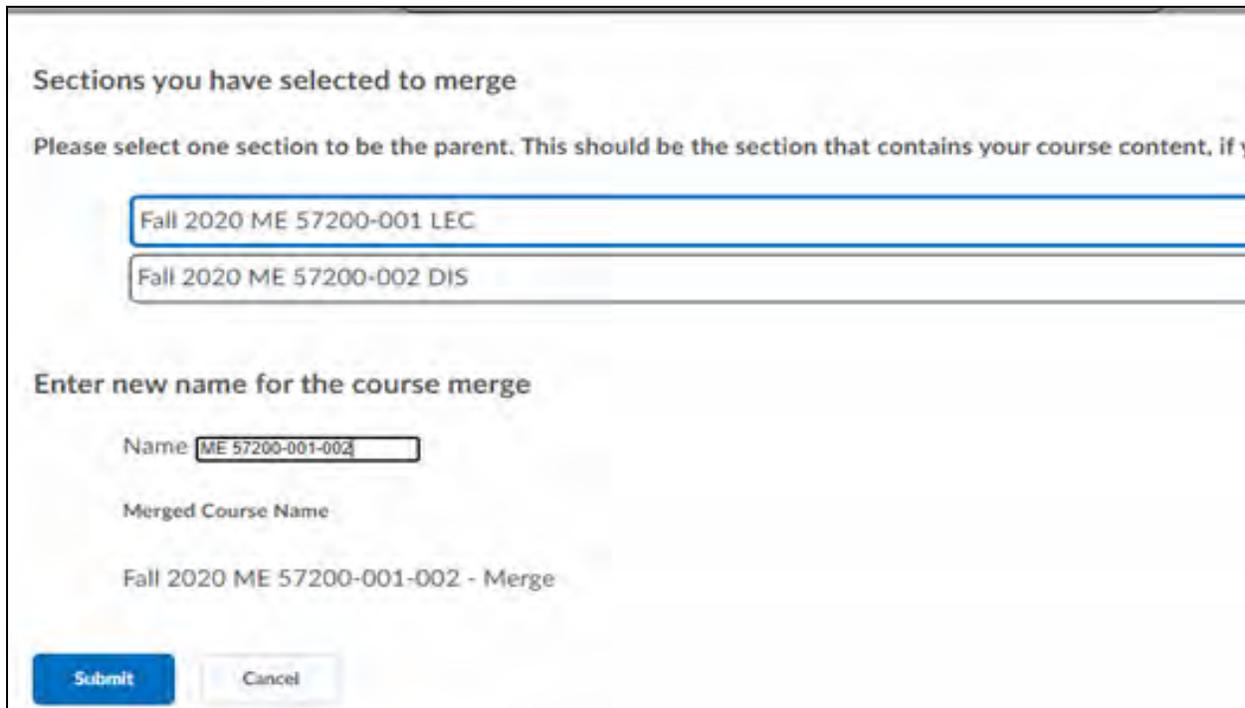
- Fall 2020 ME 57200-001 LEC
- Fall 2020 ME 69800-034 RES
- Fall 2020 ME 69900-054 RES
- Fall 2020 ME 57200-002 DIS

Select

Click on the section out of the selected sections that you would like to be the “parent” section.

If you have created content in one of the sections, this is the one you will want to select, to keep the content.

Then enter the name you would like for the course. Ideally it will be something your students will easily recognize. This name will always begin with “Fall 2020” and end with “Merge” for easy identification.



The screenshot shows a web interface for merging course sections. It features a title "Sections you have selected to merge" and a sub-instruction: "Please select one section to be the parent. This should be the section that contains your course content, if y". Below this, there are two list items: "Fall 2020 ME 57200-001 LEC" (highlighted with a blue border) and "Fall 2020 ME 57200-002 DIS".

Below the list is a section titled "Enter new name for the course merge". It contains a "Name" label followed by a text input field containing "ME 57200-001-002". Below that is a "Merged Course Name" label followed by the text "Fall 2020 ME 57200-001-002 - Merge". At the bottom left, there are two buttons: a blue "Submit" button and a white "Cancel" button with a grey border.

Finally click the Submit button to complete the course merging process.