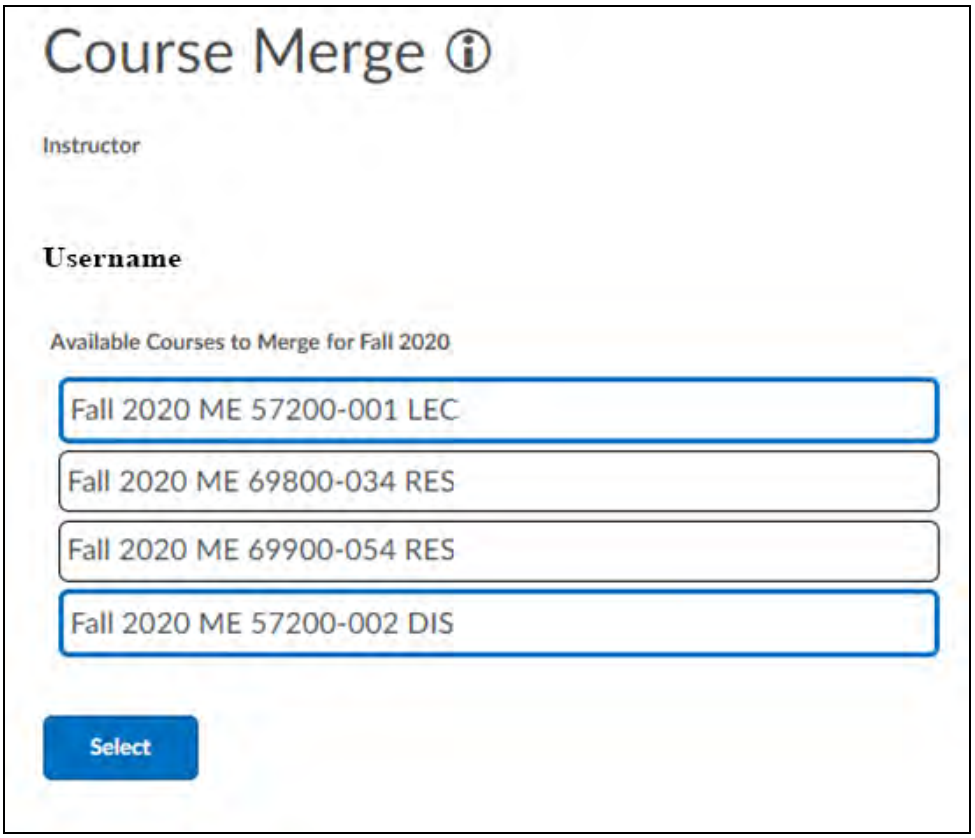
To Merge (combine enrollment) Brightspace sections, login to Brightspace, and click the Tools menu, and select Coruse Merge from the drop down menu.

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

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

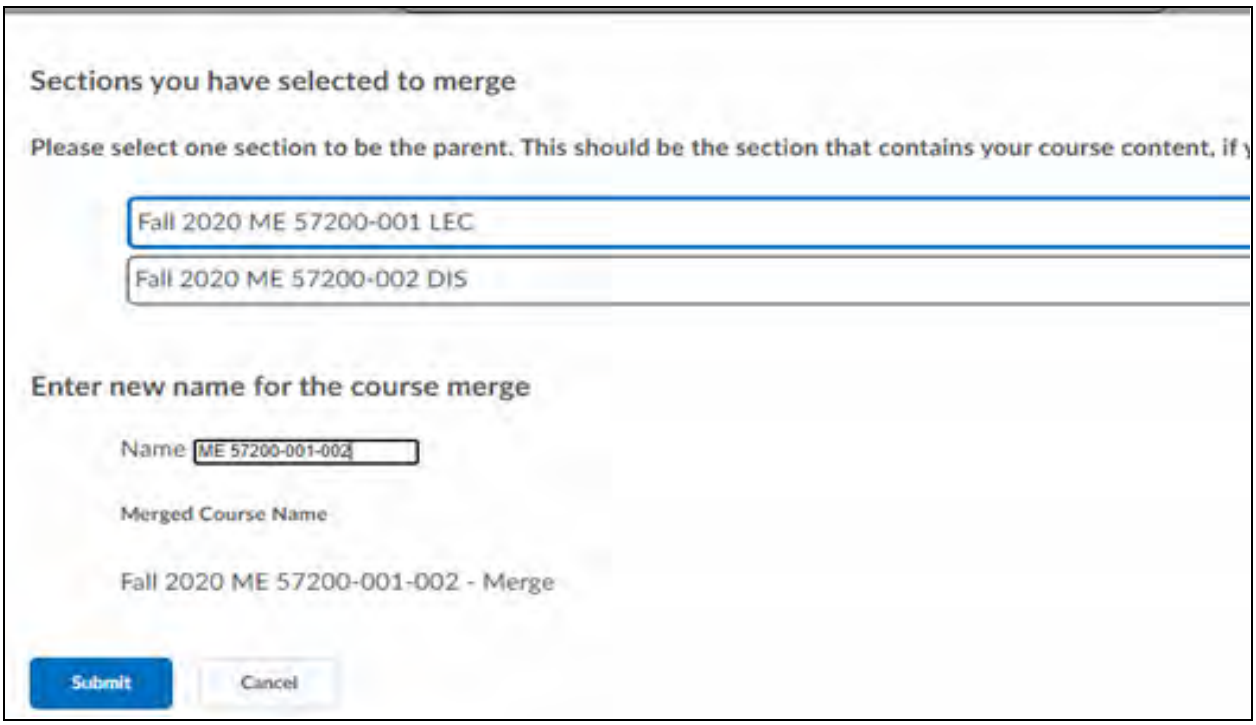
Then click the Select button.



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.



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