Login using your network account (e.g., jdoe@astate.edu) and your password.
Choose the term for which you wish to merge a course by clicking on it. Merging courses **merges students ONLY – content is not moved.** Therefore the courses should be merged first and content added after the merge.
Courses “available” to merge are listed in the bottom left column. Highlight by clicking on the course and then use the arrow to move to the center column. (Note the courses are identified by the 11-character “prefix, course number and section number” followed by a hyphen and the CRN as found in Banner and used in Blackboard.)
Enter the “new” merged course name here and click on the Merge button.