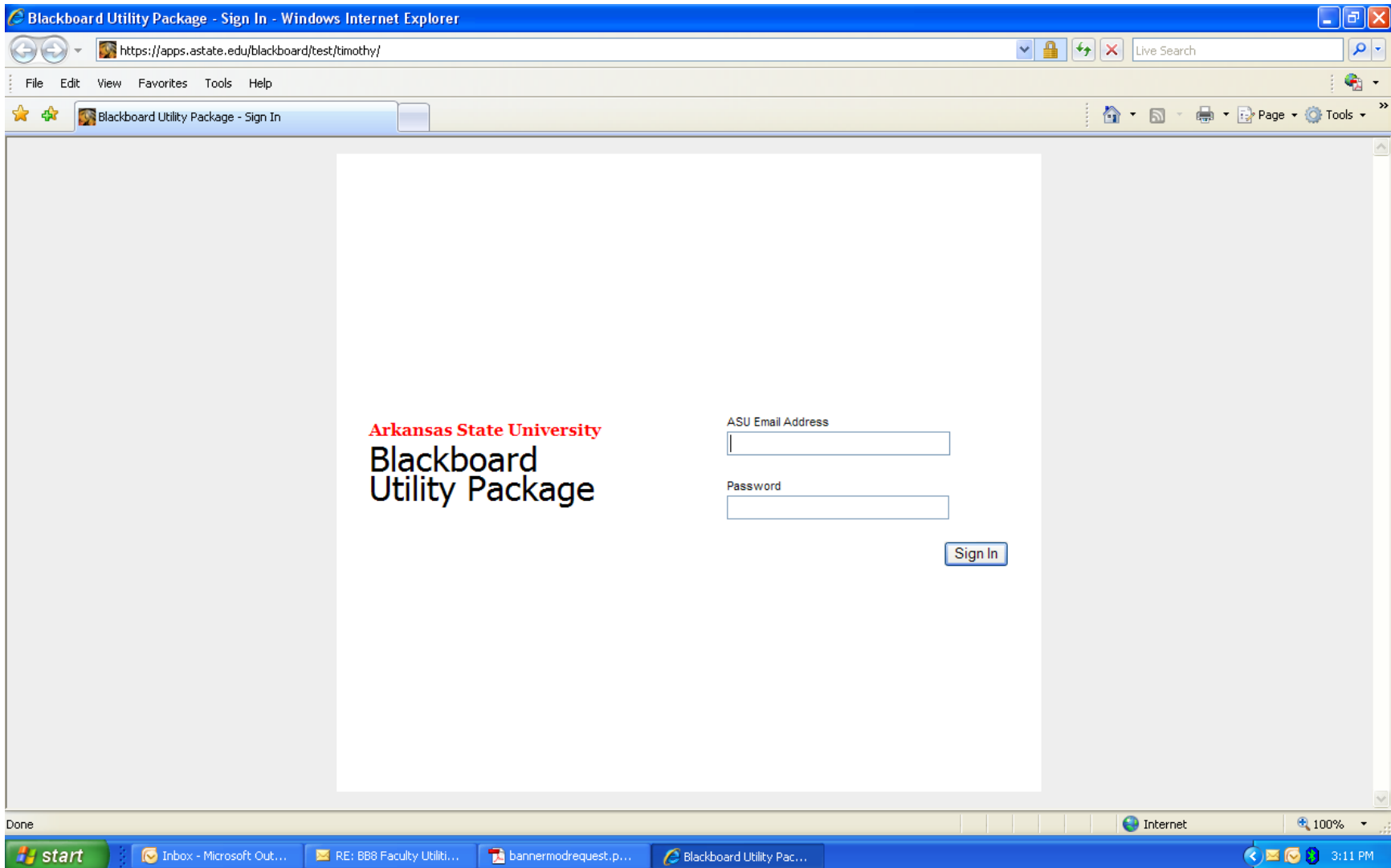
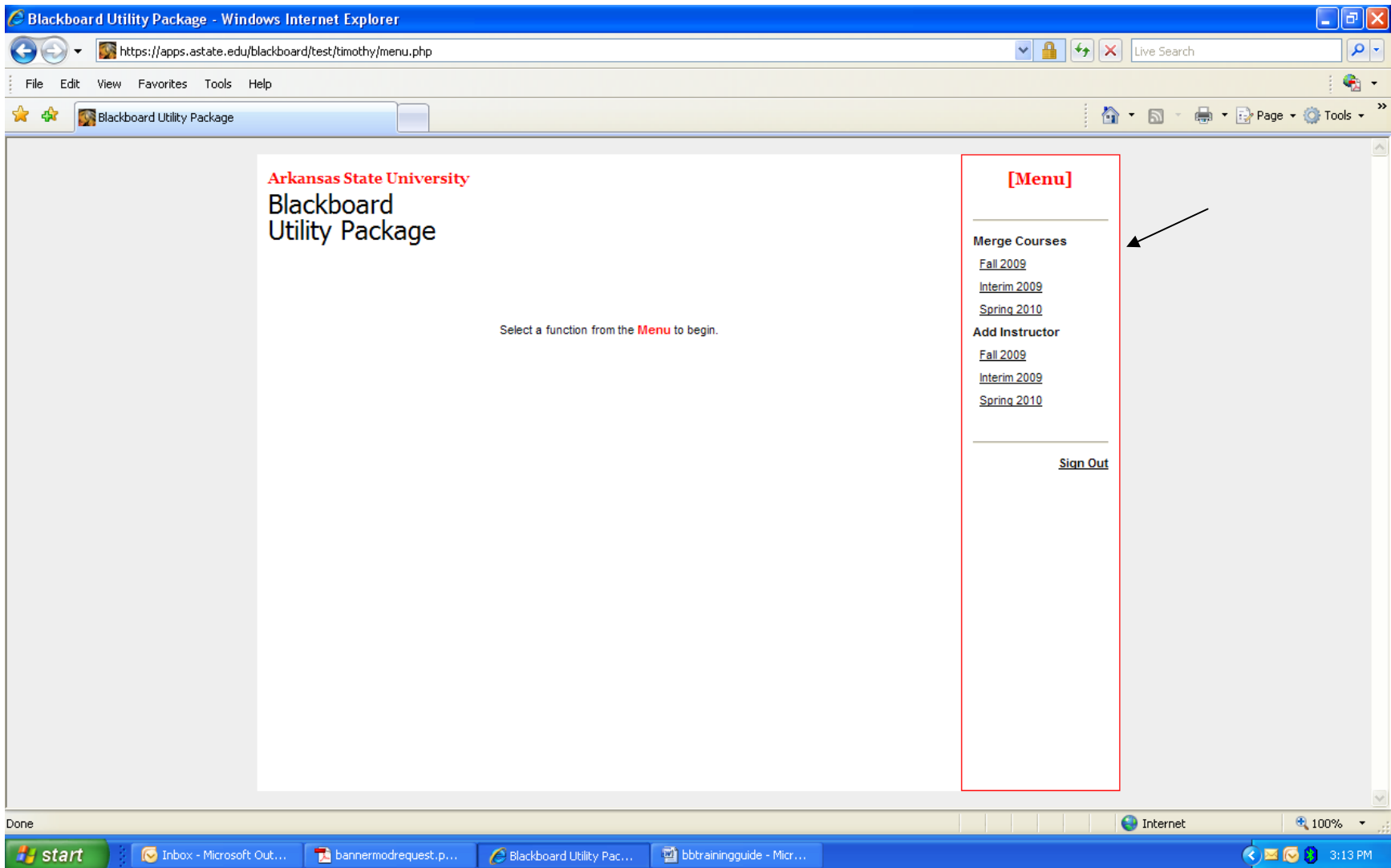


Blackboard Utility Package User Guide



Login using your network account (e.g., ido@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.

Arkansas State University
Blackboard
Utility Package

Select a Banner course from the Available courses box, double click or click the single arrow to move it to the Selected courses box, enter the new BB shell name, then click Merge.

Merged Course IDs	Bb8 Course Shell
No Merged Courses	

Available Course IDs

- SCOM 1203 011 - 62257
- SCOM 1203 013 - 62265

Selected Course IDs

New Blackboard shell name

Merge

[Menu]

Merge Courses

- Fall 2009
- Interim 2009
- Spring 2010

Add Instructor

- Fall 2009
- Interim 2009
- Spring 2010

Sign Out

Select a Banner course from the Available courses box, double click or click the single arrow to move it to the Selected courses box, enter the new BB shell name, then click 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.)**

Blackboard Utility Package - Windows Internet Explorer

https://apps.astate.edu/blackboard/test/timothy/summary.php?Term=200960

File Edit View Favorites Tools Help

Blackboard Utility Package

Arkansas State University
**Blackboard
Utility Package**

Select a Banner course from the Available courses box, double click or click the single arrow to move it to the Selected courses box, enter the new BB shell name, then click Merge.

Merged Course IDs	Bb8 Course Shell
No Merged Courses	

Available Course IDs	Selected Course IDs	New Blackboard shell name
	SCOM 1203 011 - 62257 SCOM 1203 013 - 62265	new course name <input type="button" value="Merge"/>

Select a Banner course from the Available courses box, double click or click the single arrow to move it to the Selected courses box, enter the new BB shell name, then click Merge.

[Menu]

Merge Courses

- [Fall 2009](#)
- [Interim 2009](#)
- [Spring 2010](#)

Add Instructor

- [Fall 2009](#)
- [Interim 2009](#)
- [Spring 2010](#)

[Sign Out](#)

Internet 100% 3:14 PM

Enter the "new" merged course name here and click on the Merge button.