Requesting Course Section Combination

Instructions

**Purpose:** Requesting Course Section Combination walks through the process of combining multiple sections of a course into a single course section from the instructor's perspective. Course materials can then be added and updated in a single location.

*Note* This process should be completed prior to adding or copying materials into a course section. The Grade Center and tools such as Email and Discussion Board will display students from all combined sections.

**Requesting Course Section Combination**

**Needed to Complete:**

To complete “Requesting Course Section Combination”, you will need to have:

- Access to the internet and a web browser such as Firefox or Chrome
- The complete list of sections to be combined, including the following information for each (which can be found in the Schedule of Classes):
  - **Course Name**, e.g. Introduction to Course Combination
  - **CRN** (5-digit Code), e.g. 12345
  - **Course Number**, e.g. ABC 10001
  - **Section Number**, e.g. 001
  - **Semester ID** (4-digit Year and 2-digit Semester; 10=Spring, 60=Summer, 80=Fall), e.g. 201510
Step 1: Navigate to the Blackboard Learn Resources For Faculty Getting Started page

Go to [http://www.kent.edu/blackboard](http://www.kent.edu/blackboard) click the **Resources For Faculty** menu at the top of the page and choose the **Getting Started** link.
Step 2: Access the Course Combine Request Form Login page

Click the Course Combine Request Form link to access the Login page.

![GETTING STARTED]

- **GETTING STARTED WITH YOUR COURSE**

Use the guidelines and resources listed here to assist you in setting up your course.

- **Blackboard Learn** works best with Chrome (recommended), Safari, and Firefox browsers. Internet Explorer has been known to cause issues within Blackboard Learn.

- **Setting up your course shell** must be completed by your Department Scheduler so they can set up course codes in Banner for Blackboard Learn.

- Use the Copy Course Content guide to learn how to copy content from a previous course into a current course.

- **Combine Multiple Course Sections** - Please submit your Course Combine Request Form and allow a couple of days for processing.
Step 3: Access the Course Combine Request Form

Enter your Flashline ID and Password. Then click the Log In button.

![Image of K-State login form]
Step 4: Confirm Your Sections Have No Content

Click the No button.

*Note* It is highly recommended to combine sections that do NOT contain content. If there is content in one of the course sections to be combined, click the Yes button, follow the instructions, return to the form as directed, and continue with these instructions.
Step 5: Confirm Contact Information

Confirm that the information populating Instructor Name, Flashline Email, Department, and Campus are correct and update if necessary. Enter your Phone Number and click the Next button.
Step 6: Choose Number of Course Sections to Combine and Select Semester

Click the first drop-down menu and select the exact number of course sections to be combined.

Click the second drop-down menu and choose the **Semester** during which the sections will be delivered.

*Note* Courses can only be combined from the same semester.
Step 7: Enter Course Section Information

Enter the requested course section information into the boxes provided. Click the Save button to submit the form.
Step 8: View Request Confirmation

A page will appear to confirm that your request has been received. You will receive an email to the email address entered in Step 5 when the process is complete.

Welcome

We have received your request to combine multiple course sections. We will process this request as quickly as possible, which could take a couple of days. You will receive an email as soon as your request has been completed confirming your course sections have been combined.

Please visit kent.edu/blackboard and browse for important information, tutorials and workshop schedules.