

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> 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

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GETTING STARTED WITH YOUR COURSE

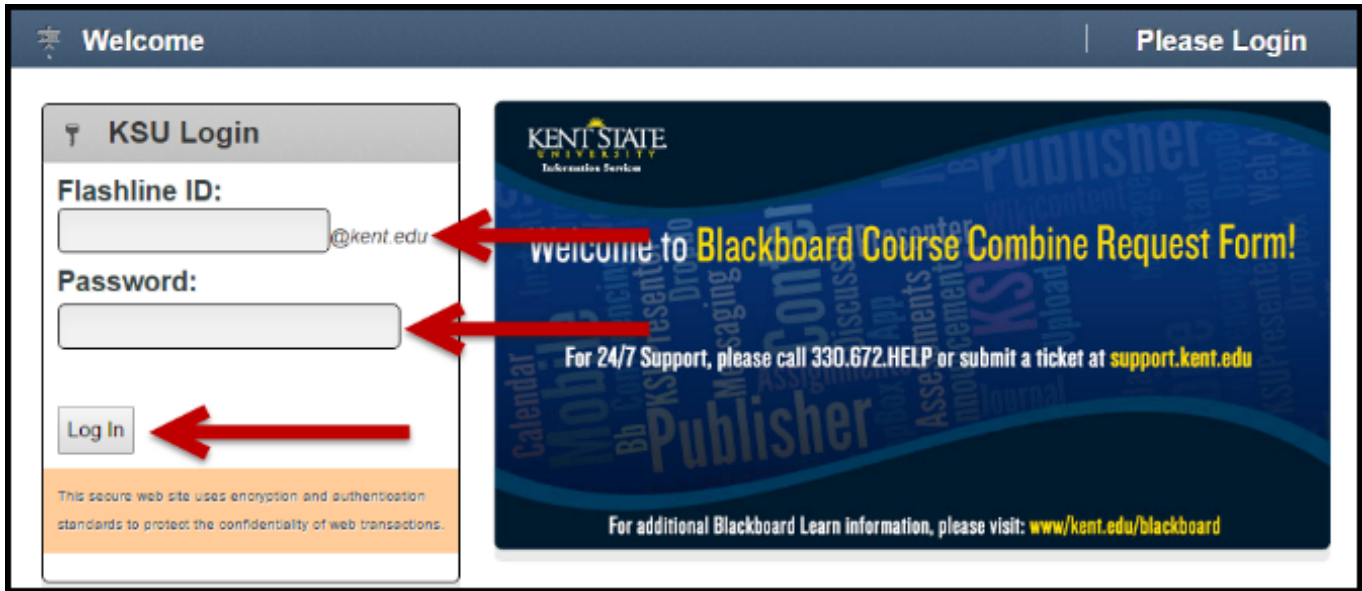
Use the guidelines and resources listed here to assist you in setting up your course.

- **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

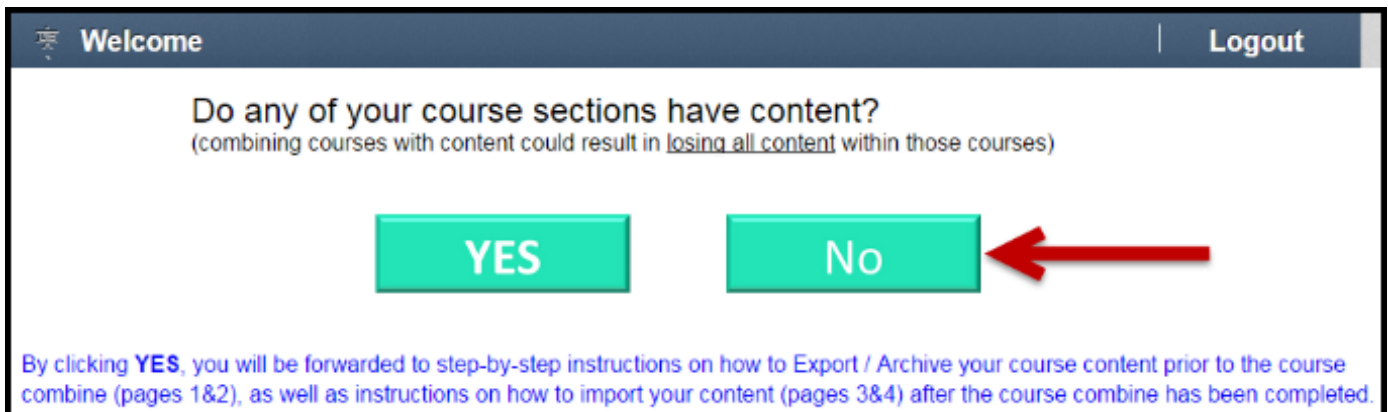
Enter your **Flashline ID** and **Password**. Then click the **Log In** button.



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.*



Welcome | Logout

Do any of your course sections have content?
(combining courses with content could result in losing all content within those courses)

YES No

By clicking **YES**, you will be forwarded to step-by-step instructions on how to Export / Archive your course content prior to the course combine (pages 1&2), as well as instructions on how to import your content (pages 3&4) after the course combine has been completed.

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.

The screenshot shows a web form titled "Faculty Contact Information" within a "Welcome" header and a "Logout" link. The form contains the following fields and a button:

- Instructor Name**: A text input field.
- Phone Number**: A text input field with a small "x" icon to its right.
- Flashline Email**: A text input field with an "@" symbol to its right.
- Department**: A text input field.
- Campus**: A dropdown menu with "KENT" selected.
- Next**: A button.

Red arrows are drawn on the form, pointing from a central vertical line to each of the five input fields and the "Next" button, indicating that these elements require user confirmation or input.

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.*

The screenshot shows a web interface with a dark blue header containing 'Welcome' and 'Logout'. Below the header is a section titled 'Course Information' with the text: 'For each course that you would like combined, we need to know the following:'. A bulleted list follows: 'Course Name', 'CRN', 'Course Number', 'Section Number', and 'Semester ID (Year / Semester (10=Spring, 60=Summer, 80=Fall))'. Below this is an example of a course listing from the 'Registrars Schedule of Classes' with a diagram mapping labels to values: 'INTRO TO COMPUTER APPLICATIONS' (Course Name), '15525' (CRN), 'MIS 24053' (Course#), '001' (Section#), and '201510' (Semester ID Year/Semester). At the bottom, there are two drop-down menus. The first is labeled 'Select the EXACT number of courses to be combined:' and the second is labeled 'Semester'. Both menus have red arrows pointing to them. The 'Semester' menu is currently set to 'Fall 2015'.

Step 7: Enter Course Section Information

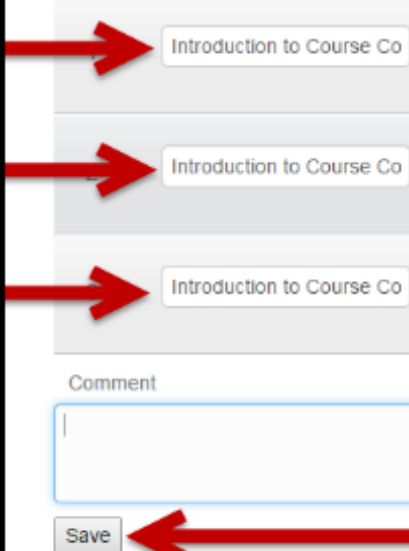
Enter the requested course section information into the boxes provided. Click the **Save** button to submit the form.

Select the **EXACT** number of courses to be combined:

Semester
 : Courses can only be combined from the same semester.

Course Name	CRN	Course #	Section #
<input type="text" value="Introduction to Course Co"/>	<input type="text" value="12345"/>	<input type="text" value="ABC 10001"/>	<input type="text" value="001"/>
<input type="text" value="Introduction to Course Co"/>	<input type="text" value="12346"/>	<input type="text" value="ABC 10001"/>	<input type="text" value="002"/>
<input type="text" value="Introduction to Course Co"/>	<input type="text" value="12347"/>	<input type="text" value="ABC 10001"/>	<input type="text" value="003"/>

Comment



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 Logout

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.