Stacking Courses

Instructors can combine multiple sections of a course into one course through the use of the *Course Copy* function in Blackboard. However, before you attempt to do this, please decide which course will serve as the primary course and which sections will be copied into it. Students enrolled in the other sections will be moved into the primary course section.

However, if a new student registers for a non-primary course section after you have stacked your sections, you will need to repeat the following process again. The process will only copy and move those enrolled students from the non-primary course section into the primary section and will not create double enrollments.

**How to Stack a Course**

1. First, decide which course section will be your primary course section (i.e. Psych 555-001).

2. Next, navigate to a non-primary section you want to **COPY INTO** the primary section (i.e. Psych 555-003).

3. Scroll down to the **CONTROL PANEL** of this Blackboard course and click on **PACKAGES AND UTILITIES** and select **COURSE COPY**.

4. The Copy Course page will appear. Scroll down to the **SELECT COPY OPTIONS** area of the page.

   Click the BROWSE button next to the words “Destination Course ID”
5. A courses dialogue box, containing a list of your Blackboard courses, will appear. Carefully choose the course you want to copy enrollments into. Please double-check that you have selected the correct destination (your primary course section).

When you are ready, click **Submit**.

6. The Destination Course ID will now be updated to the one you selected. Next, **CHECK ONE OF THE CHECKBOXES** from the list (ex: Tasks, Settings, Glossary). **This is necessary for this function to work correctly.**
7. Under FILE ATTACHMENTS, keep the default settings selected, COPY LINKS AND INCLUDE COPIES OF THE FILES.

8. Under ENROLLMENTS, CHECK THE CHECKBOX to copy enrolled students in this course into the destination course.

Click SUBMIT when done.

9. A confirmation message will appear on the screen.

Success: Course copy action queued. An email will be sent when the process is complete.

10. Once you receive your confirmation e-mail that the process has completed, check your primary course’s Blackboard roster to verify that all of your students from the non-primary section have been added to this course.