Only those instructors that are team-teaching or coordinating fieldwork may combine multiple Blackboard course sections into one course to facilitate collaboration among multiple instructors and all students! Unless otherwise discussed with your associate dean, all Blackboard courses must be available to students and have a syllabus posted.

ATTENTION: If you stack course sections, you and your students may have problems when:

- **Students switch, add, or drop sections** - You must be vigilant for changes in enrollment status, such as late additions that must be copied to the stacked section, drops from the original section, or for enrollments that will not copy.

- **A course connects to publisher materials** – Students may have trouble accessing publisher materials associated with specific course sections (i.e. access codes may not work).

- **Students try to access the course through myMATC Portal** - The myMATC Portal’s courses module will only display a link to the Blackboard course associated with the section the student had originally enrolled in through INFOline, not the stacked course section in Blackboard. Students must access the stacked section through the course link provided in Blackboard.

- **Course surveys are distributed** – If you copy student enrollments from one course into another, students will receive prompts to complete a course survey in the course they originally enrolled in as well as the stacked course section. This results in the student receiving numerous notifications to complete course surveys.

If you choose to stack your course enrollments and accept that you must be vigilant of changes in student enrollment that may require further action on your part, please proceed.
Course Stacking Process

Course Stacking is done by performing a Course Copy task to copy enrollments from one section into another. The following instructions assume that you already have instructor access to each of the courses involved in the stacking process. You must decide which of your course sections will serve as your “master section”. This “master section” will be where all course activities will occur and all enrollments will be copied into.

1. In Blackboard, navigate to the course section that has the enrollments you want to copy to your “master section” (Example: PSYCH-555-002).

Scroll down to the CONTROL PANEL of this Blackboard course and click on PACKAGES AND UTILITIES and select COURSE COPY.
2. 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**”

3. A courses dialogue box, containing a list of your Blackboard courses, will appear. Carefully choose the designated “master section” that you want to copy enrollments into. (Example: PSYCH-555-001). **Please double-check to make sure this is the correct course!** Then, click **SUBMIT**.
4. The Destination Course ID text-field will display the ID of your “master course” section.

Next, under SELECT COURSE MATERIALS, select one tool by checking a checkbox, such as the Calendar or Tasks tool.

The tool you choose you do not have to use; you just need to make a selection here for the Copy function to work.

5. Skip down to the ENROLLMENTS area of the page. Check the INCLUDE ENROLLMENTS IN COPY checkbox.

6. Click the SUBMIT button to send the Copy request for processing. A message will appear on the screen, telling you the action has been queued. You will receive a confirmation e-mail when the process has completed.

After You Have Stacked Your Sections

Review your Blackboard Course’s Rosters or Full Grade Centers

Verify that each student from the other section has been added to the “master section”. We recommend checking frequently at the start of the semester to be aware of students add or drop sections.

- **IF A NEW STUDENT ENROLLS IN A SECTION** – Perform this Copy process again to copy the new enrollments to the “master section”.

- **IF A STUDENT’S ENROLLMENT DID NOT COPY** – Contact a Blackboard Faculty Support team member using our online support form for assistance.

- **IF A STUDENT HAS DROPPED THE CLASS** - Follow these instructions for dropping the student from your “master section”.

Make Students Aware of Stacked Section

Updated 1/7/15
Be sure to turn on your stacked section’s availability to students and to make the copied sections unavailable. Notify and direct students to use the link to your stacked course as it appears to them in Blackboard.

Remember, the course links in the myMATC Portal will only display what the student originally enrolled in through INFOline.