# How to manage merged courses (spring 2017 and later)

1. Starting with the spring 2017 term, the new version of Blackboard has changed the way the course merge process works.
2. First, the new process will create a brand new empty Blackboard course that will serve as the parent for the merged or child courses. The previous course merge process used one of the existing sections as the parent course.
3. Second, the new merge process will not hide child courses from instructor view by default. It will label them as "*Unavailable – Child course of …*" as shown in the image below.
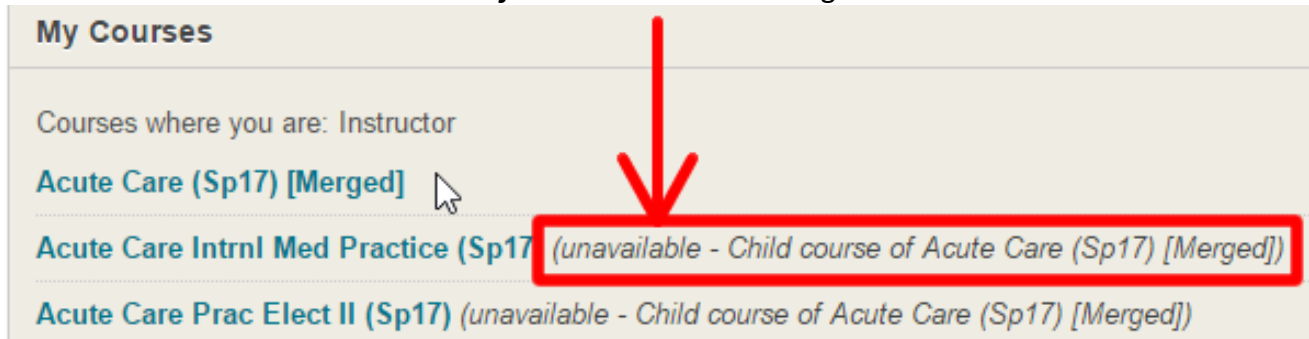
4. Please do not post any content in these child courses. If you enter one of these child courses, you will see a message on the top of the page as shown in the image below giving you a link back to the parent course. These child courses are not visible to students and students will not be able to see any content posted in these courses.
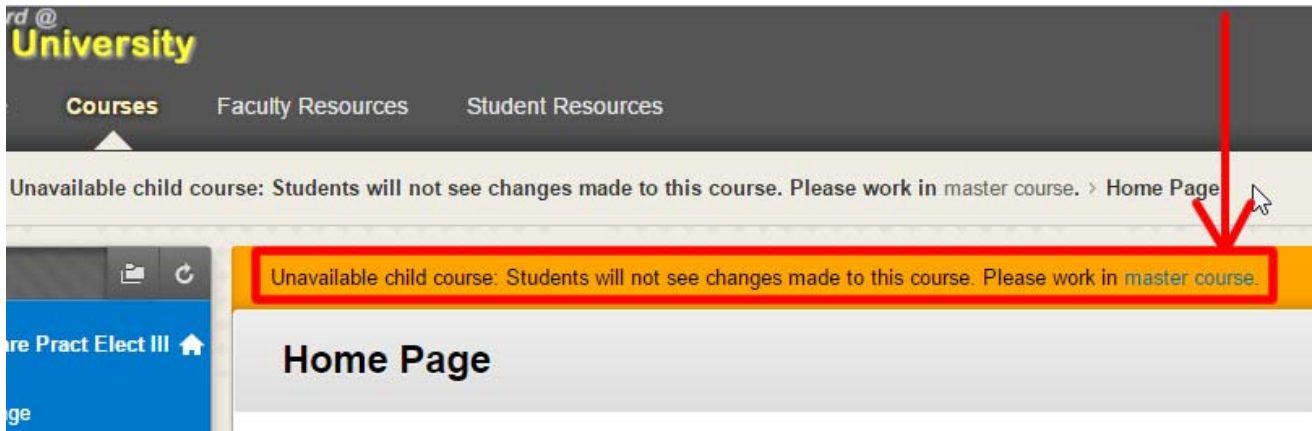
5. We recommend you hide these child courses from view to reduce clutter and remove the chance of accidentally adding content. To hide these courses from view, click on the "*Manage My Courses Module Settings*" icon as shown below. The icon looks like a small gear.
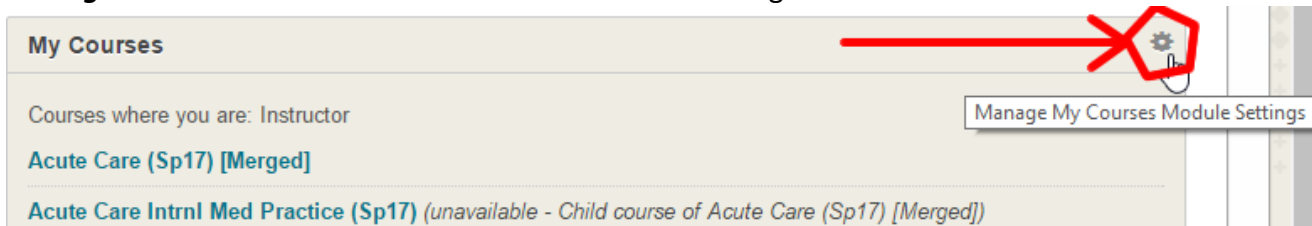

6. This resulting page shows all available courses. You can then uncheck the "*Course Name*" and "*Announcements*" columns to hide these child courses from view shown in the image below. Take care to

make sure you are hiding the right courses. You can then click on the "Submit" button to hide these courses from view. This merely hides these courses from view, it does not delete them from Blackboard.

Course	Course Name	Course ID	Instructors	Announcements
201701.MERGE.REQUEST.012: Acute Care (Sp17) [Merged]	☑	☐	☐	☑
201701.12740.PCLN.5322.06: Acute Care Intrnl Med Practice (Sp17)	☑	☐	☐	☑
201701.12629.PCLN.5324.06: Acute Care Prac Elect II (Sp17)	☑	☐	☐	☑
201701.14448.PCLN.5325.06: Acute Care Pract Elect III (Sp17)	☑	☐	☐	☑
201701.12764.PCLN.5323.06: Acute Care Practice Elect I (Sp17)	☑	☐	☐	☑

7. In the **Grade Center**, it is possible to identify which students belong to which child course. There is a column titled "**Child Course ID**" as shown below that will allow you to sort the roster using this column.
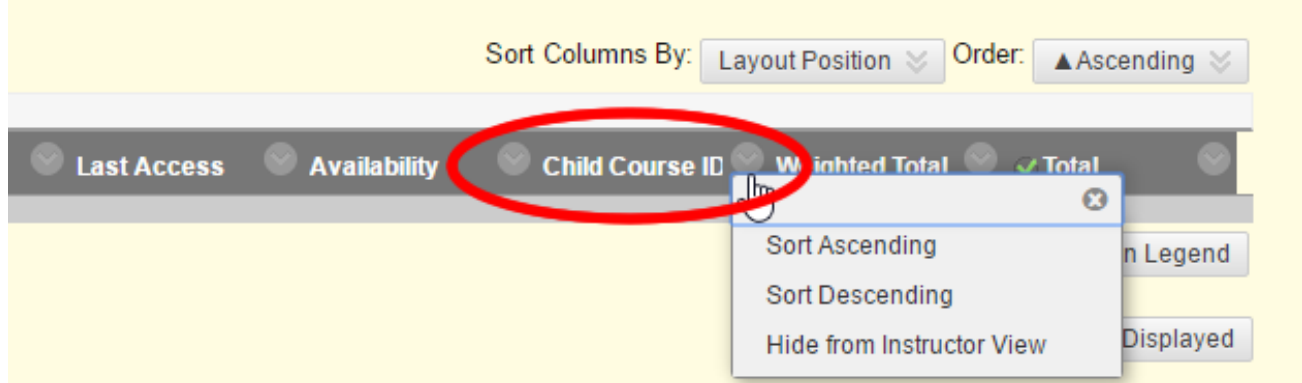
8. Additionally, it is possible to create **Grade Center Smart Views** that show only the students from a particular child course. To create such a **Smart View**, hover over the "**Manage**" menu from the full Grade Center view and then click on the "**Create Smart View**" button. Type a name for the view (for example the section number for the course). Under the "**Selection Criteria**", select the "**Custom Build a query based on user criteria**" for the "**Type of View**". For "**User Criteria**" select "**Child Course ID**" from the drop down menu. The "**Condition**" should be set to "**Contains**" and the "**Value**" should be set to the CRN number for the child course as shown below.
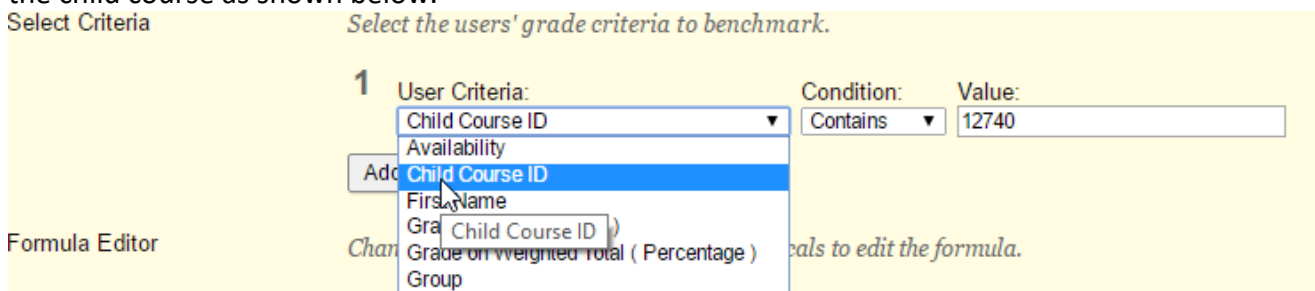
Under the "**Filter Results**" section select "**All Columns**" and click **Submit**. This **Smart View** will show students from that specific section only.