



Combining Sections

Policy:

Instructors are responsible for combining course sections.

Procedure for Users

Combining multiple course sections into one shell (if applicable).

1. Access the course from which you want to move users
2. Click the Control Panel link
3. Under the Course Options category, click Course Copy
4. Click Copy Course Materials into an Existing Course
5. Type or Search for the Destination Course ID (the Destination Course is the course to which to enrollments will be copied)
6. Place a checkmark next to Tasks and next to Enrollments
7. Click Submit; you will receive an email notification when the enrollments copy is complete



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