Link Course Sections in Blackboard
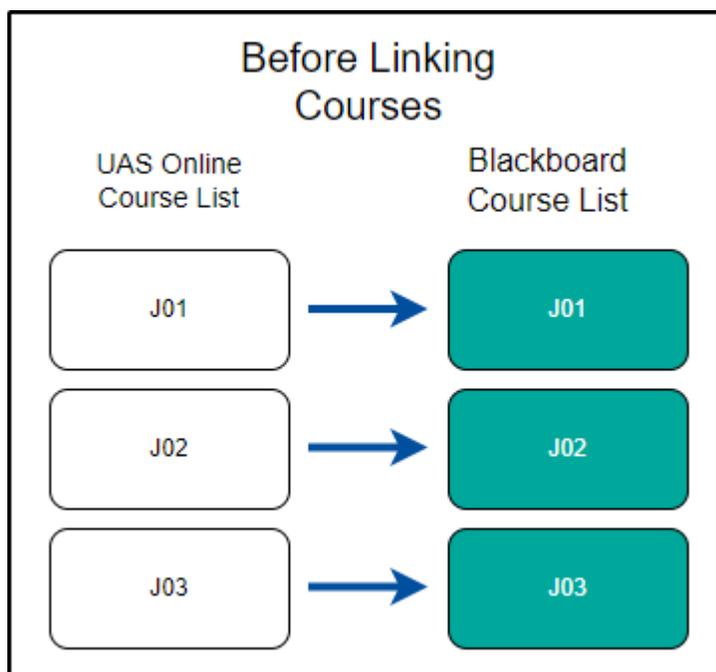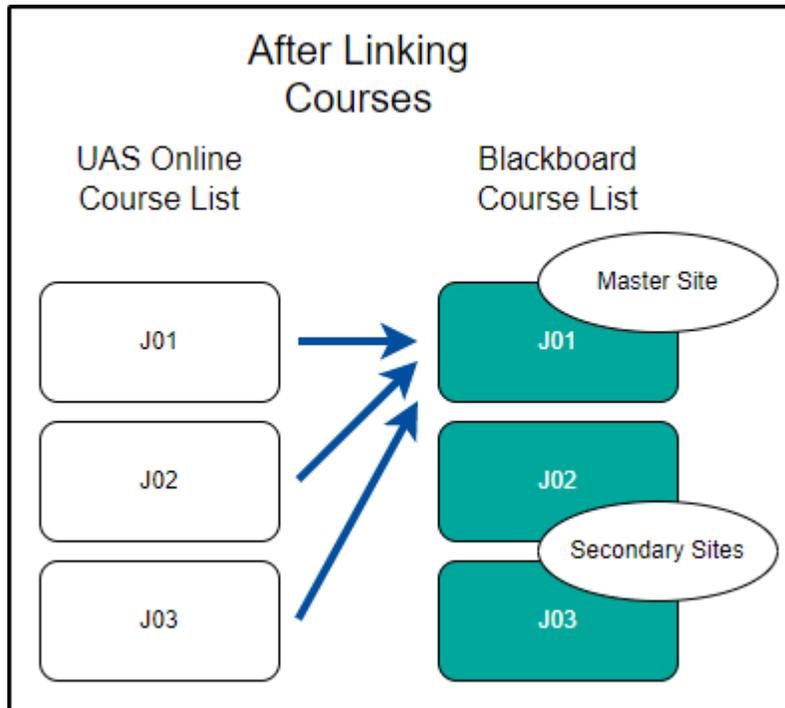
General Information about Course Linking

You can link course sections together using the "UAS Online Course Linker" tool. This is found in the Control Panel under Course Tools and alphabetically as "UAS Course Linker". Once two sections are linked (or "stacked") the course list will roll over and all your students will be in the main course site and their grades will be in that gradebook. This is the only site you will edit. Course Materials and Grades will NOT be copied over if you unlink the courses later. You should only unlink courses before the start of the semester if you change your mind because the student's work will not be copied to the unlinked sections.

Alternatively, if you don't want to link your courses, you can use Course Copy. If you wish to COPY course material between course sites (but leave the gradebooks separate), you can set up one course site with all the materials you want (and even set up columns and weighted totals in the gradebook) then use the Course Copy (found in Control Panel > Packages and Utilities> Course Copy). Be sure and choose "Copy to an Existing Course" then browse and find the course/section you want to copy to. Check off the boxes for what you wish to copy - it doesn't hurt to check everything. If you copy Content Areas which contain Tests, Assignments etc. that are linked to the Grade Center you must also copy the Grade Center - this doesn't copy student records, only the structure of the gradebook. However, if you add anything to your courses later, you will have to add it to all of them separately.

How it works

If you have several sections of the same course, a separate course site will be created for each. In the figure above, there are three sections. There will be three course names listed on UAS Online and they will be linked to three separate Blackboard Course sites. Many times, the course material you are posting on the course sites will be the same for all three sections. To avoid having to post everything three times, you can link the courses together and have all the students in one course site. This will also put all of the students in the same gradebook.

After the courses are linked, the students will see all of their separate sections on their UAS Online course list. You will still see all three section names, but clicking on any one gets you to the "master" course site (J01 in this example) - the one you are going to edit and add content to. The linked courses (J02 and J03) will remain empty and inaccessible (unless you unlink the courses as shown below). Let's call those sites the secondary sites.

Instructions for Linking Courses

1. Decide which course will be the master course site (Jo1 in the example above)
2. Go the secondary course sites (J02 and J03 in the example above)
3. Locate the UAS Course Linker under Course Tools in the navigation pane which takes you to this page:

Course Linker

Course linking provides a way to manage multiple courses from a single course site. If you link your course site to another course, all students will connect to the linked site, sharing the same tools, gradebook, etc.

To link this course to another site, enter the course you will be using (e.g. ENGL211-K01)

[   ] [Link course]

4. Enter the full name of the master site. (If you are in J02 or J03, you will enter the name of J01 making it the master site)
5. Click "Link Course"
6. Repeat for any additional sections you wish to link.

When you return to J02 and J03 after linking, you will be taken to the master site and all of your students should be on the class roster and gradebook. It may take a few minutes for the link to be complete, so don't panic if you don't see all of your students immediately.

When students click on their course section, they will be automatically taken to the master course section.

Unlinking Courses

To unlink course section, go to the UAS Course Linker in the master site and click the course section you wish to unlink.

One or more courses are currently linked to this course site:

- Unlink TLBROWN15-TEST03

Just remember that none of the student records will be copied back to the now unlinked secondary sections, so this is not recommended after the start of the semester.

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