COMBINED COURSE TOOL USER MANUAL

RELEASE 1.9.7 v1

Blackboard Inc.

Revision History

REVISION	DATE	AUTHOR	CHANGE
1.9.7 v1	28 August 2007	Burt Blair	Initial document release.

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Introduction

The Combined Course Tool allows instructors to create courses that are defined by an association with one or more existing courses. When a combined course is created and linked to an existing course, all enrollments from the existing course are automatically copied into the combined course. After the association has been established, updates made to enrollments of the existing course are automatically copied to the corresponding enrollment in the combined course. If a new enrollment is added to an existing course after it has been linked to a combined course, it too will automatically be copied to the combined course. The end result is a (combined) course that contains all of the active enrollments of each associated course.

Note that only enrollment information is copied and maintained by this tool. Grades, content, etc. are never copied from an existing section to a combined course. Also note that changes made to a combined course are never reflected in any of the existing sections that are associated with the combined course.

Commonly Used Terms

combined course:

> Also referred to as a "target" course, a combined course is special course that can be created only by this tool. It is defined by an association with one or more "source" courses. Changes made to the enrollments of source courses are automatically reflected in the combined course.

source course:

> A source course is any course that is associated with a combined course. Changes to enrollment information in a source course are automatically reflected in the associated combined courses.

Manage Combined Courses

The Combined Course Tool is accessed through a portal module deployed to a tab in the user interface. The exact tab and module title is defined by the system administrator. If you are unable to locate the module, contact the system administrator for more information. The image below is an example of how the Combined Course Tool module (upper-right corner) might appear when deployed to the "My Institution" tab.

Once you enter the Combined Course Tool, you may take the following actions:

ACTION	DESCRIPTION
Create a New Combined Course	The "Create a New Combined Course" button that appears in the toolbar at the top of the page takes you to the combined course creation form.
Search for Combined Courses	When you first access Combined Course tool, all combined courses you are teaching will be listed below the search form. If you are teaching many combined courses, you can use the search form to filter the results.
Modify a Combined Course	Once you have created a combined course, you can manage it by clicking the "Manage" button that appears on the right-hand side of the course's row. This is how you associate the combined course with source courses.
Remove Combined Courses	Remove 1 or more combined courses that you are teaching. Note that this action is final and cannot be undone. You will lose all data associated with the combined course.

Create a New Combined Course

When you click the "Create a New Combined Course" button on the Combined Courses page, you are taken to the combined course creation form. Combined course creation is the first step in setting up a combined course association with one or more existing source courses.

PARAMETER	DESCRIPTION
Course Id	The course ID of the combined course. An identifier will be appended to the value that you provide in this form to distinguish the combined course from normal courses. Be sure to choose a meaningful course ID so that the content of the course can easily be identified.
	Course IDs can only contain letters, numbers, dashes, and underscores. You not use spaces in a course ID.
	For example: if you are creating this combined course to merge the enrollments of Biology 101 fall 2007 sections 1-4 into a single course, a good course ID might be "bio101_f07". A bad course ID would be something like "bobs_biology_sections".
Course Name	The course name can be anything you like; however, you should be sure to choose a meaningful name as described in the Course Id parameter description above.

PARAMETER	DESCRIPTION
Year/Term	This option may not be present on all system. If you do not see any Year/Term options, then you can ignore these parameters. If the year/term select lists are available, you must choose the year and term for this combined course. It is very important that you choose the correct year and term. In the Associating Courses with a Combined Course section, you cannot associate existing sections with a combined course if the existing sections do not belong to the same term as the combined course. For example: if your combined course belongs to the Fall 2007 term, you cannot associate it with a course section from the Spring 2008 term. The year and term of a source course is determined by the source course's course ID.
Availability	Combined course can be created as available or unavailable. If created as unavailable, students will not have access to the combined course (nor see the course listed in their "My Courses" module) until it is made available through the course control panel.

After you fill out the form, click the "Submit" button to create the new course. If there are any errors, they will be displayed at the top of the page and will have to be corrected to successfully create a new combined course. If the creation is successful, you will be returned to the Manage Combined Courses interface and your newly created combined course will be listed (as the only course) just below the combined course search form. To add source sources click the Modify button on the right-hand side of the row.

Search for Combined Courses

When ever you access the Manage Combined Courses view, all combined courses you are teaching are automatically listed at the bottom of the page. If you are not assigned as an instructor to any combined courses, then none will be listed.


Under most circumstances, the full list is manageable enough navigate. If you wish to filter the results and search for specific combined courses, use the yellow search form. Simply enter your search criteria into the form and click the "GO" button. To execute a full search, leave the search form empty and click "GO". If you are not assigned as an instructor to any combined courses, you will receive a message that your search yielded no results. You will need to create a new combined course.
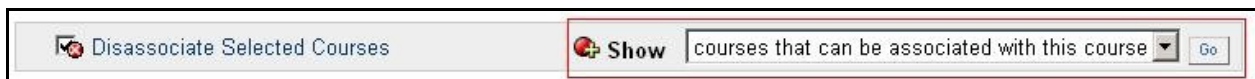
Modify a Combined Course

From the <u>Manage Combined Courses</u>, click the "Modify" button next to a combined course as shown in the image below.
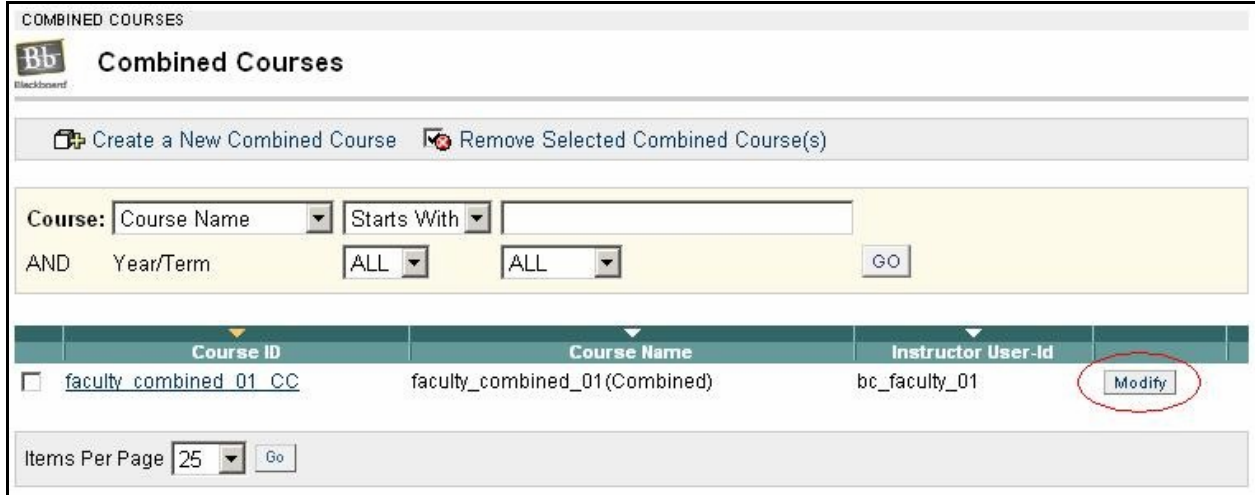
This will take you to the area where you can associate and disassociate source courses with the combined course. When you first enter the area, a list of the courses that are currently associated with the combined courses is displayed. This is known as the "courses already associated with this course" area. If there are no associations, an appropriate message will be displayed.


To add source courses to the combined course, you must switch to the "courses that can be associated" view. This can be done by selecting the appropriate option as depicted in the image below and clicking the "GO" button. This select list can be used to toggle between views at any time.

Associating Courses with a Combined Course

The "courses that can be associated" area contains a list of all courses that you are currently teaching. The yellow search form allows you to filter the search results to either look for a

specific course or reduce the number of courses in the list in the event that you are teaching a large number of courses.
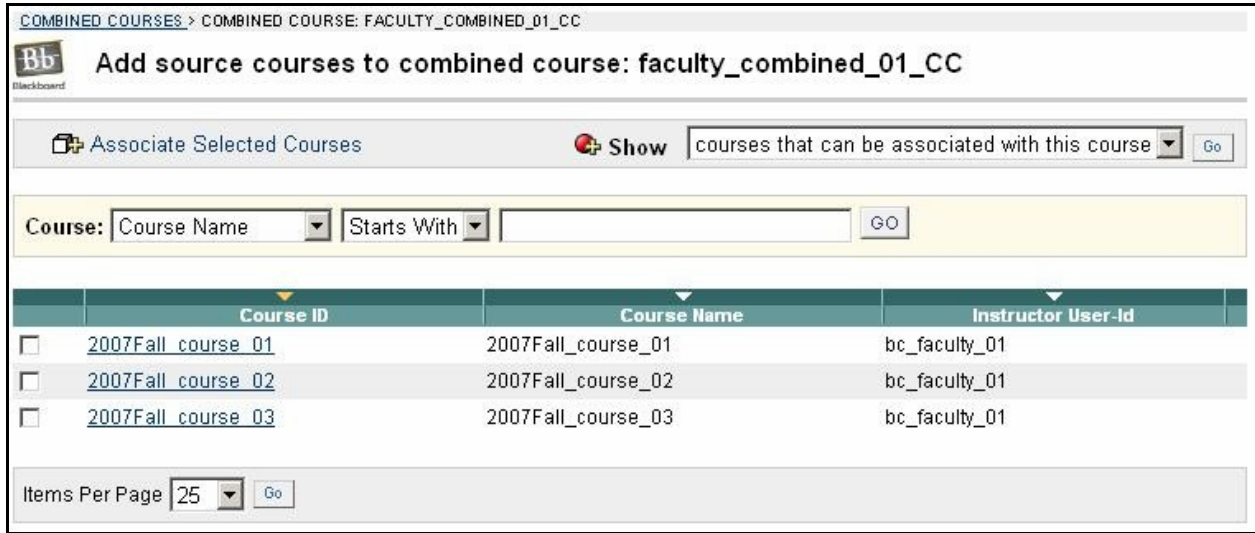
For a course to show up in the list, it must meet the following minimum criteria (in addition to any additional constraints you add to the search form):

- You must be assigned to the course as an instructor.
- The course must be of the same term and year as the combined course. This is only applicable if the term/year options were available during the combined course creation phase.
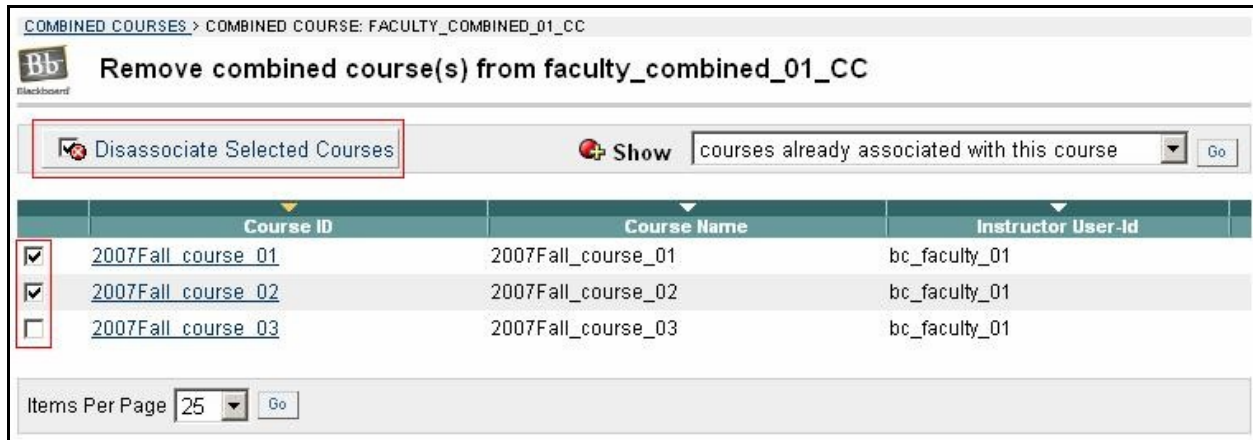
For each source course that you wish to add to the combined course, click the checkbox on the left side of the course's row in the search results. You may select more than one course at a time. Once all the source courses have been checked, click the "Associate Selected Courses" button at the top of the page.
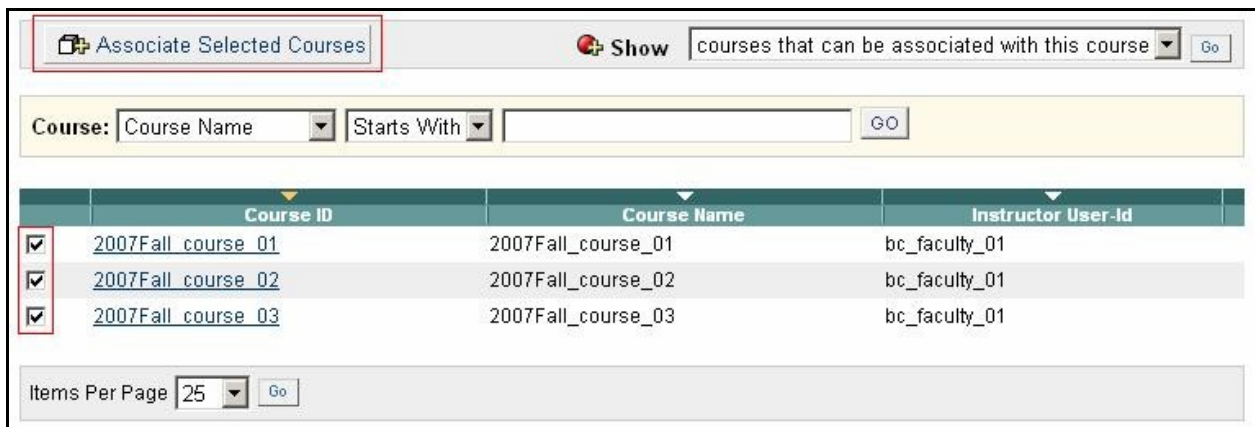
This will associate the courses with the combined course and return you to the "courses already associated with this course" view. From here, you can disassociate courses that are currently associated with the combined course.

Disassociating Courses from a Combined Course

When in the "courses already associated with this course" view, you can disassociate or more source courses from a combined course. To disassociate a course, check the checkbox on the left side of the course's row, and click the "Disassociate Selected Courses" button in the action bar at the top of the page. Note that you can select more than one course to disassociate at a time.
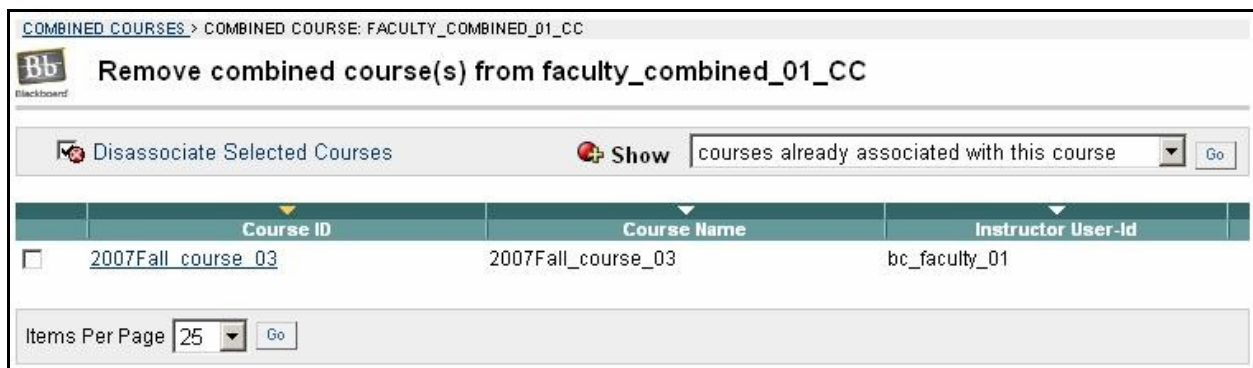
After clicking the "Disassociate Selected Courses", the courses will be disassociated, and the view will be refreshed. The disassociated courses should no longer appear in the list.

Note that disassociating courses does NOT affect the state of either the combined course or the source course. All source course enrollments will remain the same, and all source course enrollments that were copied to the combined course will remain in the combined course after the association is removed. If the original association was made in error, then the copied enrollments will have to be manually removed from the combined course.

As a best practice, it is recommended that the combined course be removed if any association error is made. Of course, this should only be done if there is no data associated with the combined course. If you have already started uploading content to or assigning grades in the combined course, then obviously, you do not want to remove the combined course. You will have to manually remove the copied enrollment by hand.

Remove Combined Courses

If you wish to permanently remove a combined course that you are teaching from the system, follow the steps below. Note that this operation is final and cannot be undone. When a combined course is removed, all associated content items, assessments, grades, discussion board postings, etc. are permanently deleted.

1) From the Manage Combined Courses interface, check the checkbox that appears on the left-hand side of the row of any combined course you wish to remove. You may select more than one combined course at a time.

2) Click the "Remove Selected Combined Courses" button that appears in the action bar at the top of the page. You will be prompted and asked if you are sure that you want to permanently remove the selected course(s).

3) If you are sure, click the "OK" button in the popup. Your courses will be removed from the system. Click the "Cancel" button to abort the process.