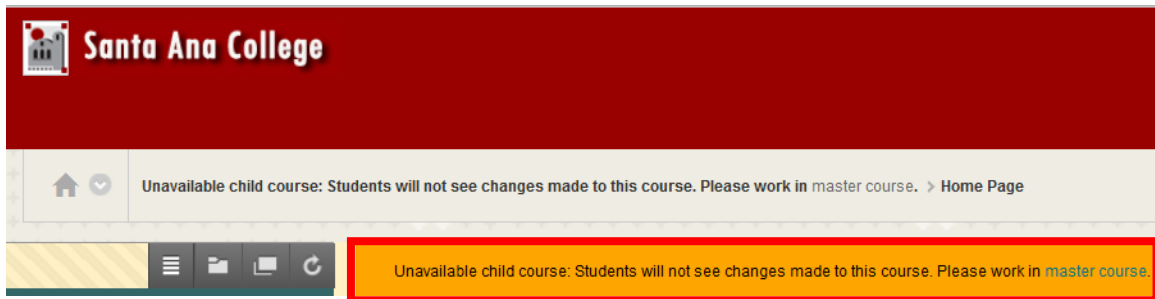




We have a new way of combining courses for the fall 2013 semester, thanks to our Blackboard upgrade to SP11! Under “My Courses”, you will see all of your sections for your courses. One of them is the “parent” course. This is the course you will export/import into. **You will not make any updates to the Child course(s)**, students in the child courses will automatically be added to the parent course, although, it does not say parent course. **If you do not want to see the CHILD courses listed under “My Courses” you can easily hide them.** Follow steps 1,2,3 below.

**STEP 1: Identify your child courses.** If it is NOT indicated by the name under My Courses, Click on the course name. If you see the following message in your course, it is a “child” course that you may “hide” with the settings wheel.



**STEP 2: Click on the Settings Wheel to manage the courses shown on the “front” page of My Courses.**



**STEP 3: Unselect any boxes for “child” courses that are checked, and click submit. BOXES SHOULD BE BLANK IF YOU DO NOT WANT THE COURSES TO SHOW UNDER MY COURSES**

**Courses you are teaching:**

↑↓	Select All/Unselect All	Course	Course Name	Course ID	Instructors	Announcements	Tasks
<input type="checkbox"/>		A132-COMBINETEST2: COMBINE TEST 2 (Unavailable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>		A132-COMBINETEST3: COMBINE TEST 3 (Unavailable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Verify that only the “parent” course shows under “My Courses”**