Creating and Combining Blackboard Learn Sections

Using the Blackboard Learn Section Maintenance tool through myBama, Instructors of record for classes offered during current and upcoming semesters can choose Blackboard Learn for their sections and can combine sections into Blackboard Learn supersections.

1. Login at myBama.ua.edu with your Bama username and password.
2. Click on the Faculty or Academics Tab. Locate the Banner Self-Service window.
3. Click on Faculty & Advisors to expand these options.
4. Click on Blackboard Learn Section Maintenance (toward the bottom of the list).

CHOOSING BLACKBOARD LEARN FOR YOUR CLASSES
1. Choose the desired term. This will display a list of the sections for which you are the instructor of record. It will also indicate whether each has a Blackboard Learn component.
   - If the INTEGRATION CODE is 'Not Integrated with Blackboard Learn', the section does NOT have a Blackboard Learn component.
   - If the INTEGRATION CODE is 'Blackboard Learn', the section already has a Blackboard Learn component.

NOTE: If sections are missing, contact the department to confirm that you have been assigned as the instructor of record. If you need to change which system is integrated with your section, contact your department’s administrative assistant. If you need further assistance with the section maintenance tools, contact 348-3532 or frc@ua.edu.
2. To make sections available in Blackboard Learn, click on the Make Sections Available in Blackboard Learn tab at the top of the screen. A list of sections for the chosen term will appear. To choose Blackboard Learn for each section, check the box next to its title and click Update.

3. When the confirmation message appears, choose OK to make the sections available in Blackboard Learn. A confirmation message appears.

4. After a few minutes, the sections will be generated in Blackboard Learn. To confirm this, return to the Choose a Term tab and select the desired term. For the sections you selected, the INTEGRATION CODE should now be 'Blackboard Learn'.
COMBINING BLACKBOARD LEARN SECTIONS

NOTE: Combining Blackboard Learn Sections will make any content and student data from the sections you are choosing to combine unavailable. Contact the FRC at 348-3532 for assistance if your sections have content that needs to be retained.

Warning: Do not combine small sections such as lab or recitation sections with lecture sections where those same students are enrolled. The Blackboard grade import is unlikely to work when sections containing students enrolled in 2 or more of the sections are merged.

Please contact the Blackboard Learn Team at 348-3532 or blackboard.learn@ua.edu if you do not see the sections that you would like to combine, if you wish to combine sections from several academic terms, if you wish to combine your sections with those taught by another instructor, or if sections need to be uncombined.

1. To combine sections in Blackboard Learn, begin by choosing Blackboard Learn for each section that should be combined by following the steps given above. Once these sections are available in Blackboard Learn, they can be combined.
2. From the Blackboard Learn Section Maintenance page, click on Choose a Term to choose the desired term. If you have just made sections available in Blackboard Learn, the desired term may already be selected.
3. Click on the tab to Combine Sections in Blackboard Learn. A list of Combined and Ungrouped sections appears.
4. Check the boxes next to the sections you would like to combine in Blackboard Learn.
5. Click **Combine Sections into Supersection**.

6. To proceed with combining your sections, choose **OK** when asked to confirm.
A message will appear that your request has been submitted. The combination process can take 5-10 minutes. Once this is done, the sections will be shown as **Combined**. You will also receive an email confirming that the sections have been combined.

For more information, contact the Faculty Resource Center at 205.348.3532 or frc@ua.edu and visit our website at [http://frc.ua.edu](http://frc.ua.edu).

Last updated 2 June 2015