How do I request to combine live courses?

Only the Instructor of Record in Banner can request the combining of Live Shells in Blackboard.

- Blackboard Live Shells can **NOT be combined after students have submitted course work in Blackboard.**
- **Combining sections will merge all students into one master shell** from which the course content and student interaction will occur. The other shells become "child" courses which will not be visible to the student. Changes cannot be made in a child course.

Instructions:

Copy the following table into and email it to **blackboard@ttu.edu**. Fill out each field of information for each of the courses to combine (please use multiple tables for multiple sets to combine).

Requests with incomplete information will be returned causing a delay in the processing of the request.

Course combine requests need to be completed by Blackboard Support prior to adding course content or copying content into a live course.

Semester:	CRN	Prefix	Course Number	Section Number	Instructor Name