**Requesting a Master Course**

If you are going to teach multiple sections of the same course in a given semester, you have the option of consolidating these Blackboard course sections into one Master course. There are two ways of creating a Master course from two or more sections.

One is to request a Master course by combining sections that have not been requested yet, or designating a course as a Master Course after single sections have been requested. In this tutorial we will be covering how to request a Master course by combining sections that have not been requested yet.

If you are listed as the “Instructor of Record” for a course with multiple sections, and you would like to request that the enrollment for the sections be combined into a single course in Blackboard, this tutorial will guide you through the steps of that process at Northern Illinois University.

To begin with, go to the Blackboard link at the upper right hand side of the the main NIU.edu web page. Or enter webcourses.niu.edu into the browser’s url address box at the top of the browser. Now hit the enter button.

Enter your NIU Account ID, along with your password and click login. After logging into Blackboard, click on the word “Services” at the top navigation bar. Look for the link “Blackboard Faculty Tools” on the left hand side of the page, and then click on it.

Notice you have 2 choices: My Courses and My shells. My Courses is for requesting your Blackboard course or courses. My NIU automatically populates the course with enrolled students. My Shells is for a different purpose. Shells are for course development purposes only and students are never enrolled in a shell.

In order to have your Blackboard course sections combined into a Master Course and made available for your students, click on My Courses. Once here, from the dropdown list select the semester that you are requesting a master course for and click Submit.

Blackboard displays all courses where you are are listed as the “Instructor of Record” for that semester. You will need to go through this process each semester.

If you don’t see the course sections that you need to request, you will need to contact the department so that you can be added as the Instructor of Record. Scroll down through the results and check the box next to each course you would like to combine.

Once you’ve identified the course sections and selected them, click on Combine Sections.

You will be taken to a new page where you will make a decision about which course is going to be the Master Course.
This will be the section where course materials should be posted and where students can access your materials. Select one and click Submit.

After you click Submit, you will receive a message that your request has been submitted and your course will be available after 1 full business day, often times sooner.

You can backtrack and view your results by clicking on the Faculty Tools Home link, and clicking on My Courses.

Again, choose your semester from the dropdown list, click submit and here you can see an overview of the courses you have requested and even some that haven’t.

Any course that has one of these icons next to it indicates that it has been requested.

A course that hasn’t been requested will have this box that you can check if you now want to request it.

The Master Course is listed at the top with its corresponding icon, and all combined sections will display underneath. Only the master course should be made available, since that is the only section that all students will access in Blackboard.

If you discover that you have made an error, you can un-do the request by clicking on the Action Link and selecting Uncombine Sections.

You can access your master course by clicking on the Courses tab and locating it under your course list. And here is the master course.