This tutorial provides an overview of combining courses in Blackboard via PAWS.

1. To begin, log into PAWS with your FSU login credentials.
2. From the Self Service section of PAWS, click the Faculty Center then My Schedule.

3. From this window, enter the term number of the courses you wish to combine. For example, spring 2011’s term number would be 2112. Then click Search.

4. A list of all courses you are teaching during the term is populated. In the space allotted, you will need to give a unique identifier for each set of courses you wish to combine. The suggested unique identifier is a numerical digit.

For example, to combine ART 291_001 and ART 370_001 you would enter the number 1 beside each course.

5. To combine an additional set of courses, you will need to enter a different unique identifier. Continue this process until you established the combined sets of those courses you wish to combine.
6. Click **Save**. Once you click **Save** your courses will be combined according to the unique identifier set number. Your new combined courses will be created in Blackboard by the next business day (or sooner). The new combined courses can be identified in Blackboard by the text, ‘COMB’ in the course ID and name.

For questions, contact the Blackboard Administrators at **bbadmins@frostburg.edu**