

Merge Course Rosters

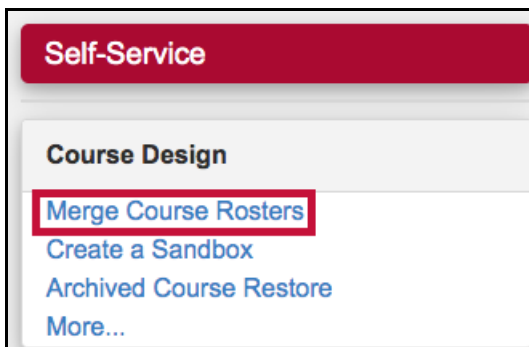
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The **Merge Course Rosters** form allows you to combine multiple section rosters into one D2L course.

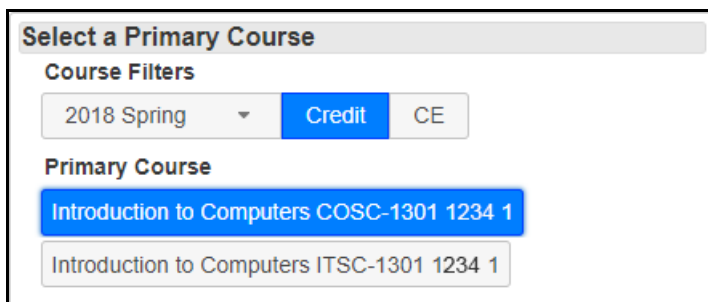
Show Video Walkthrough

To Merge Rosters (Classlists)

1. Sign in to your D2L course and click the **VTAC Support** link in the navbar.
2. In the **Self-Service** column under the **Course Design** heading, click **Merge Course Rosters** to open the form.



3. In the new window that opens, Click the term filter and select the current term. Also, select whether the primary course is a Credit or CE course. Select the Primary course you wish from the list of courses that appear.



4. The second (center) panel will show you all the secondary courses that are possible to merge with the primary course you selected in the previous step. You may combine more than one secondary course into the primary. Click all sections that you want to be combined.

NOTE: This process is difficult to reverse so make sure you are choosing the correct sections. If unsure contact LSC-Online staff through VTAC@lonestar.edu.

Select a Secondary Course

Introduction to Computers COSC-1301 1234 1

Introduction to Computers ITSC-1301 1235 1

IMPORTANT:

- 1) If you do not see your courses listed in the secondary course panel, it is possible that these courses are already active, or they are considered to be Non-Matching sections. See instructions below for solutions.
- 2) Before merging, verify that there are **NO** groups in the Secondary Courses. Groups existing in the secondary courses during the merge will generate an error message in the SNOW queue: "Error=Groups Found"

- Active courses will appear on the **Active** tab at the bottom of the form. Select the courses you want to inactivate and click the **Inactivate Courses** button.

Additional Courses

Active

Non-Matching

▲ Active Courses: Courses currently in session cannot be merged into another course without first being inactivated. Select one or more courses you wish to deactivate, then click the "Inactivate Courses" button.

Inactivate Courses

- Non-Matching sections will appear on the **Non-Matching** tab. Select the courses you would like to merge, and click the **Report Issue** button. This will generate a support ticket that will be resolved by an Instructional Technologist.

Additional Courses

Active

Non-Matching

▲ Non-Matching Courses: All other courses will be listed on this tab. If you feel a course shown below is not correct, click "Report Issue" at the bottom right of that course and then click "Report Issue" at the bottom right of the page.

Report Issue

5. The third panel shows you a summary of what you have chosen - which secondary courses will be merged into the primary course.
 - When the merge is performed, the secondary courses are deleted, and any content and student data in them is lost.
 - If you have any doubts, stop now and look at the email and tools of the secondary course(s).

6. Click the **Merge Rosters** button at the bottom right of the screen to merge your rosters.

Submit Selections

▲ Courses will be deleted and their rosters merged with the Primary Course. Any content or student data in these Secondary Courses will be deleted.

Merge Rosters

Processing should only take a few moments but wait until you see an alert message that says the process is complete.

7. Close the alert.