

# Merge Course Rosters

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**To Access the Form:** Scroll down to the red button under [Ready to fill out the form?](#).

*Alternatively,* you can access this form by selecting **[VTAC Self-Service Forms]** in the upper-left navigation menu, then choose the appropriate form from the list.

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

- **What is the purpose of merging course rosters?**
  - If an instructor is teaching the same course material across multiple sections of the same course, it is easier to maintain one shell of the courses. Merging course rosters would be useful in these scenarios.  
(Example: ENGL 1301 5302 can be merged under ENGL 1301 5301).
- **When should you merge course rosters?**
  - We recommend merging course rosters at the beginning of the semester, **before** the instructor has placed content into the courses.
- **What courses can be merged?**
  - For courses to be merged, they need to be the same **session**, same **campus**, and have the same **Start and End Dates**.
- **Why am I not seeing my courses in the [Select a Secondary Course] box?**
  - If you do not see your courses listed in the secondary course panel, it is possible that these courses are either **still active**, or contains **Groups**. A course must be inactive first before it can be merged, and contain no **Groups**.
- **Should I merge my lecture and lab for the same course?**
  - If a lecture and lab section are being taught for the same course and you wish to merge the lecture and lab section, you want to designate the **Lecture** to be the **Primary Course**, and the **Lab** section as the **Secondary Course**.

**NOTE:** All content and grades in the **Secondary Course** will be **LOST** upon merging with the **Primary Course**.

Complete the following to merge course rosters into a single course shell.

**Select a Primary Course**

Course Filters

2024 Spring Credit CE

Primary Course

- ENGL-1302 1 Composition & Rhetoric II
- ENGL-2323 1 Survey of British Literature: Romantic through the Present

Select a Secondary Course

Confirm Selection

Additional Courses Active Non-Matching ?

**▲ Active Courses:** Courses currently in session cannot be merged into another course without first being inactivated. If a course you wish to merge appears in this section, it is currently active. Select one or more courses you wish to deactivate, then click the "Inactivate Courses" button.

[Inactivate Courses](#)

**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](#)

If you have any questions about this form, please see our [help documentation](#) or [schedule an appointment](#) with an instructional technologist.



## To Merge Course Rosters (Classlists)

1. In the new window that opens, under **Course Filters**, select the desired semester. Select **[Credit]** or **[CE]**. Select the desired **Primary Course** from the list of courses that appear.

**Select a Primary Course**

Course Filters

2018 Spring Credit CE

Primary Course

- Introduction to Computers COSC-1301 1234 1
- Introduction to Computers ITSC-1301 1234 1

**NOTE:** If you intend to merge a Lecture and Lab together, please be sure to set the Lecture course as the **Primary Course**, and the Lab section as the **Secondary Course**.

2. 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](mailto:VTAC@lonestar.edu).

**Select a Secondary Course**

- Introduction to Computers COSC-1301 1234 1
- Introduction to Computers ITSC-1301 1235 1

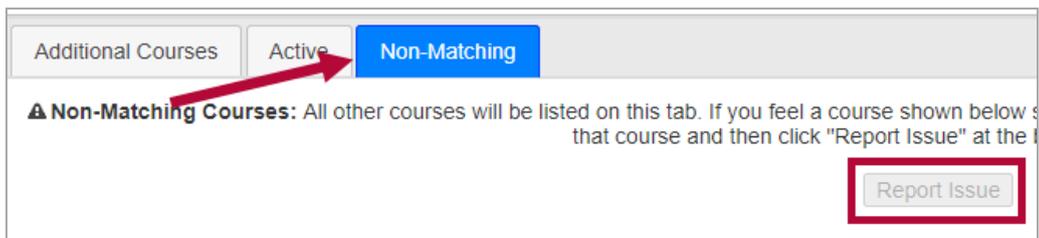
**IMPORTANT:**

- 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"

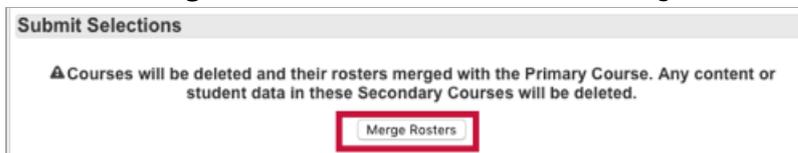
- Active courses will appear on the **Active** tab at the bottom of the form. Select the courses you want to inactivate and click the **Inactivate Courses** button.



- 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.



3. 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).
4. Click the **[Merge Rosters]** button at the bottom right of the screen to merge your rosters.



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

5. Close the alert.

**Ready to fill out the form?**

Click below to get started

**Merge Course Rosters Form**