

# Merge Course Rosters

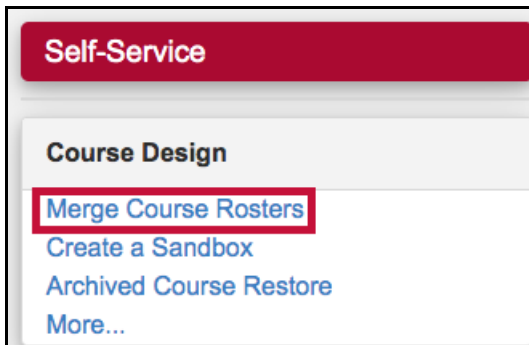
Last Modified on 01/08/2021 8:47 am CST

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

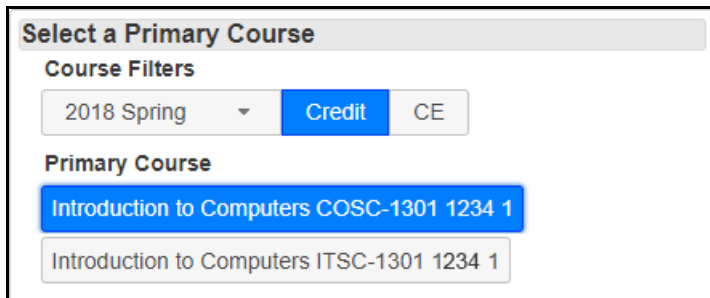
Show Video Walkthrough

## 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.

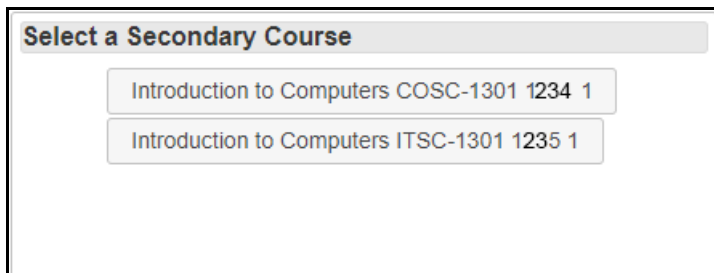


3. In the new window that opens, the first panel will show all your courses; the course and term you are in are highlighted in blue.



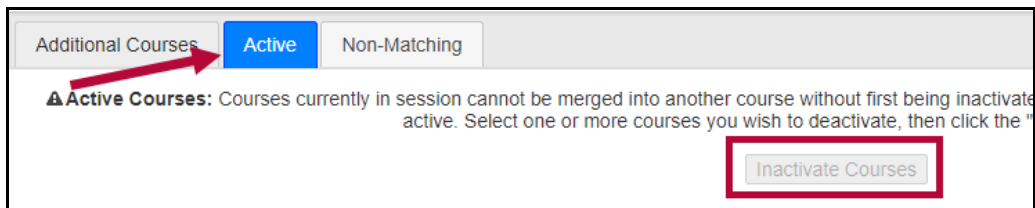
4. The second panel will show you all the secondary courses that are available to merge with that primary course. Click all sections that you want to be combined.

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

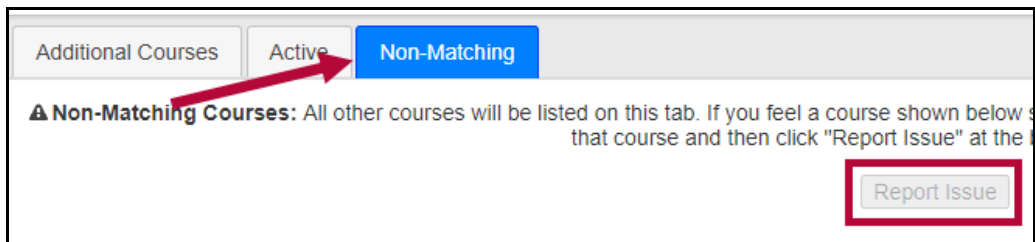


**IMPORTANT:** If you do not see your courses listed in the secondary course panel, it is possible that these courses are already active, or they are considered to be Non-Matching sections. See instructions below for solutions.

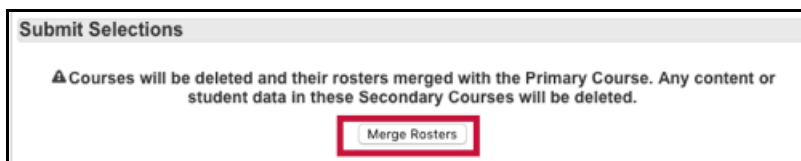
- Active courses will appear on the **Active** tab at the bottom of the form. Select the courses you want to deactivate and click the **Inactivate Courses** button.



- 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.



- 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).
- 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.

- Close the alert.