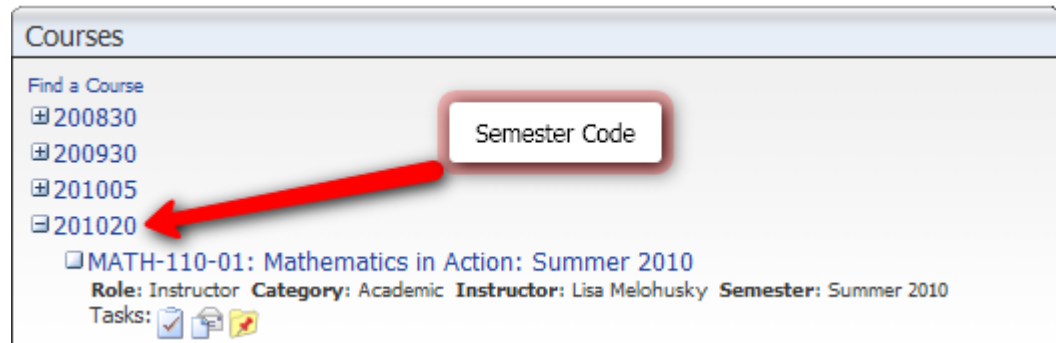


Merging ANGEL Courses

Changes have been made to the Merge Course Process. Please read and follow the instructions carefully.

Merge your course before adding any content to it. Your rosters may not sync if content is copied over before you merge.

1. Enter the course with the lowest section number of the ones you'd like to merge. This will become the main course shell for your combined rosters.
 - a. For E-Reserves: The library has been instructed to look for the lowest section number to publish E-Reserves into, so making the same selection will help ensure that materials are placed properly.
2. Click on the Manage tab
3. Click on the Roster link
4. Click on the Roster Synchronization link under the Roster Editor title
5. Click on the Add Roster link under the Roster Synchronization title
6. Check mark the course(s) you want to merge with the course you have entered.
 - a. Be sure the courses you are marking are from the correct semester. The list will include several past semesters and you may find you need to go to page 2 or 3 of the list to find the most recent courses.
 - b. If you don't know the current semester code, look in your ANGEL Course nugget at the code listed above the current course links.



7. **Be sure that both of the following items remain selected:**
 - a. Create teams for each synchronized roster and assign students to the teams based on enrollment
 - b. Disable synchronized courses to disallow student access
8. Click the OK button.
9. In the list of rosters that are synced, click on the Add Team link next to any of the courses where it appears.

10. If you'd like to change the Course Title to reflect the changes in the merged section, you may do so. In the Manage tab, choose General Course Settings to change the Title.
 - a. We ask that you follow the same naming conventions used for all courses so the students have consistent course names. Titles that differ from the convention will be changed back whenever discovered. Example: **ENGL-101-01/02/03: English Composition: Spring 2010**