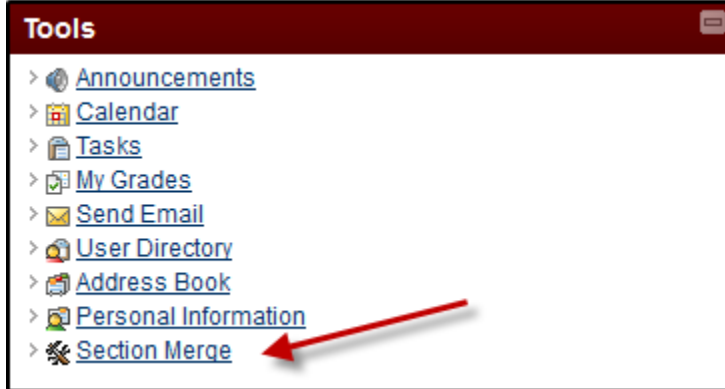


How to Merge Sections

- Click on the "Section Merge" link under the tools on the "My Institution" page
Note: This might not be available until after courses are finished being canceled.



- Click the "Setup New Merged Course" button

Manage Merged Courses

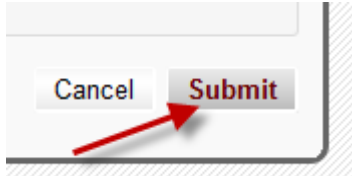
Listed below are the merged courses in which you are ei

Setup New Merged Course

- Select the courses you would like to merge as one. These should be the sections of a particular class that meet together.

Selection	Id
<input checked="" type="checkbox"/>	TEST wtaylor
<input type="checkbox"/>	technology support center
<input type="checkbox"/>	ELT
<input checked="" type="checkbox"/>	wt practice template

- Click the "Submit" button

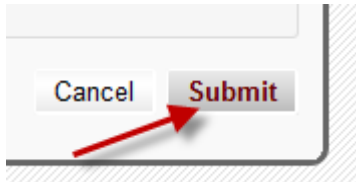


How to Merge Sections

- Select the course you want to be the "Parent" Course. This students will see this course title on their list of classes, so it would be good to make an announcement that this course is for sections ## and ##.

Selection	Id	Name
<input checked="" type="radio"/>	TEST_wtaylor	TEST Template
<input type="radio"/>	technology_support_center	CIE Support Center
<input type="radio"/>	ELT	eLearning Training
<input type="radio"/>	wt_practice_template	Practice Template - Warner

- Click the "Submit" button



- Once this is done, you should see a green bar saying that the courses were successfully associated

Merged Course [wt_practice_template] was successfully associated with Source Course(s) [CIE101_150363_R].

- Now, when you go back to the "My Institution" tab or the "Courses" tab, you will see all the "child" courses listed as unavailable and only the "parent" is available. Check the "parent" course's users list and make sure it has all students listed from all the sections.

