

## Create a New Merged Course

1. Select the **Merged Roster Manager** link under the **Toolbox** section of the **Personal Home**.
2. From the **Create a Merged Course** section, select the checkbox next to each of the courses that you want to use in the new merged course.

**CREATE A MERGED COURSE**

You can create a new merged course that is automatically synchronized with the rosters of other selected courses for which you have editing rights. Please select one or more courses and click the **Continue** button.

Semester: CLL

**Introduction to Macromedia Studio MX**  
ID: CLL-CLL-CLL-Test-121503

Semester: Fall03

**Streaming Media Production**  
ID: Fall03-IUPUI-CSCI-N399-V210

Semester: Spring

**Introduction to Web Design**  
ID: Spring-CLL-TRAIN-WEB-101

3. Click the **Continue** button to proceed to the Merged Course Settings page.

### Merged Course Settings

#### General Settings

**Classification Codes** determines which course will be used to set the merged course classification codes. **Disable Source Courses** prevents non-editors from accessing the original unmerged courses.

#### Merged Course Title

#### Classification Codes

Introduction to Web Fundamentals ▼

**Disable Source Courses**

#### Section Settings

Course	Team
<b>Introduction to Web Fundamentals</b> mc-debbie-test-master	<input type="text" value="mc-debbie-test-master"/>
<b>Introduction to Web Fundamentals - 247</b> web-fundamentals-247	<input type="text" value="web-fundamentals-247"/>

4. Type the **Merged Course Title** for the new merged course.

5. Select a course under the **Classification Codes** drop-down list to determine which course is used to set the merged course classification codes. This is used for access to Learning Object Repositories, Master Courses and Find a Course.

6. If the new merged course is intended to replace the source courses, select the **Disable Source Courses** option. This option is appropriate if you are creating a new course to replace multiple individual sections.



This option prevents the original source courses from being accessed by non-editors.

7. The **Section Settings** area creates a team name from each of the merged sections keeping students from each individual section on the respective teams. This is useful for assigning specific course content items to members of the original courses.

8. Click the **Create Course** button to complete the creation of the merged course.

9. Click the **Return to Profile** button if you are finished creating Merged Rosters.