Quick Help Document on Combining Courses

1) After logging in, navigate to Gears Menu (Setup) > Core Data > Courses

2) Find the Courses you need to merge and click on the “Course Merge” button. **NOTE: IF ONE OF THE SECTIONS YOU ARE COMBINING HAS ONLY 1 STUDENT, DO NOT USE THE COURSE MERGE TOOL OTHERWISE WE WILL BE VIOLATING CONFIDENTIALITY.** Contact rdhanawa@indiana.edu for assistance in this case.

3) Once selected the icon will change to

4) On the Course Merge page, verify the courses you have selected, making sure to set the filter to “show all”.

5) After verifying the courses, check “Select” boxes for each of the courses
6) Select which Course name will be the Master Course name for the combined courses, then select the “Create Master Course” button

![Survey Period for Merge](image)

Select Master Course

- **A308 (LEGAL ISSUES FOR TEACHERS)**
  - No surveys found for this Course
- **A308 - 4642 (LEGAL ISSUES FOR TEACHERS)**
  - No surveys found for this Course

![Create Master Course](image)

7) After you have merged courses, **IF YOU WANT TO ADD IN ADDITIONAL COURSE ADMINISTRATORS OR RESPONSIBLE FACULTY** you will need to go to each of the merged sections individually and add in the additional Course Administrators or Responsible Faculty.