

# Merged Roster Manager in ANGEL 7.3

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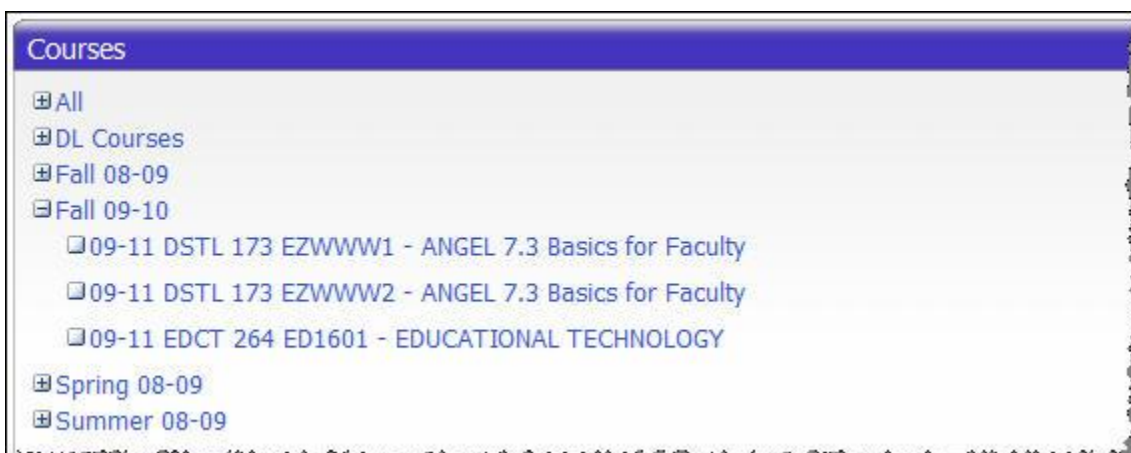
Faculty can create a merged course that combines the rosters of one or more course sections. **The instructor must be a course editor in all sections that are being merged.**

The major benefit is that any student or instructor roster changes that happen in the source sections are automatically reflected in the merged course. Also, instructors only need to add, change and update content in one place in ANGEL.

Faculty with multiple sections of the same course and **ONE instructor** (course editor) can merge their own course sections. See the instructions below

Faculty with multiple course sections and **MULTIPLE instructors** (course editors) must call Distance Learning to merge their classes in ANGEL 7.3. *This applies primarily to faculty in the Allied Health and Nursing Division.*

*Here is a simple scenario: merging two sections of the same course.*

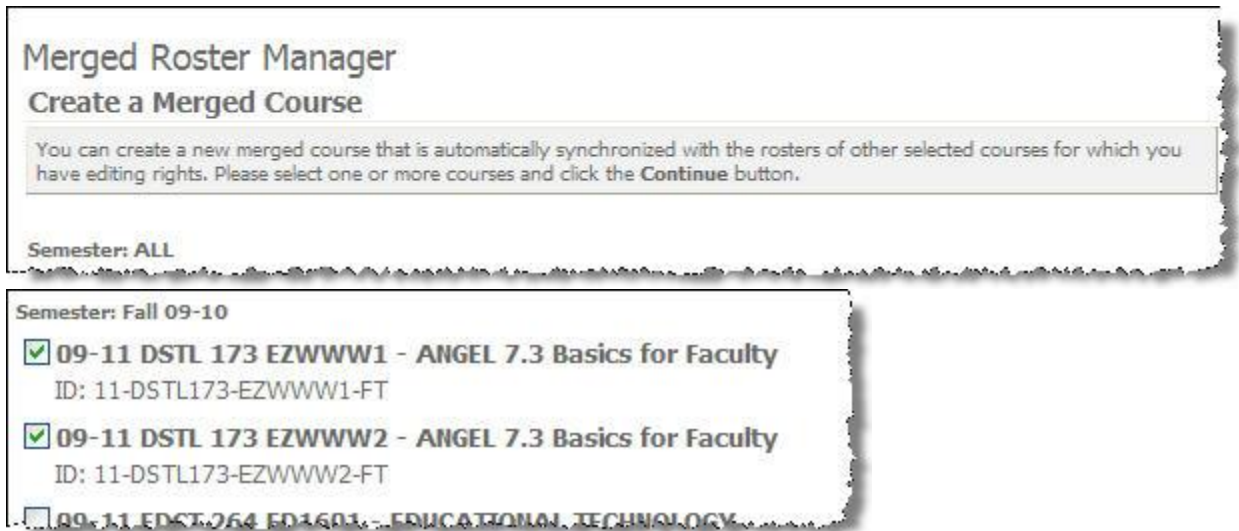


## Create a New Merged Course

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.



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



**IMPORTANT: MERGED COURSE NAMING**

4. Use the following naming format for your merged course(s) in ANGEL 7.3. If you do not follow this naming format, ANGEL data management may delete your course. Note: Within the parenthesis you can add any information that will help you to recognize the course.

Merged Course Name Format

**XX-XX ABCD XXX EZWWW1-2-3 AAAA BB CCCCC (notes)**

↑ ↑ ↑ ↑ ↑ ↑ ↑  
 Year-semester \_course\_#\_sections\_title\_(add notes if needed)

Examples:

NURS 127 section numbers: ED8A01, ED8A03, ED8A05 AND ED8A07

Title merged course:

**09-11 NURS 127 ED8A01-3-5-7 - CHILD HEALTH NURSING (Merged – First half)**

PLSC 156 section numbers: EZWWW1, EZWWW2, EZWWW3, EZWWW9

**09-11 PLSC 156 EZWWW1-2-3-9 - American National Government**

PSYH 151 with IVDL sections at three locations, ED1601, ERVCJ1, EDVC01, ERVCW1  
**09-11 PSYH 151 ED1601-ERVCJ1-C01-CW1 - INTRODUCTION TO PSYCHOLOGY (IVDL Main, St. Joes, Midpoint, Wellington)**

**Merged Course Settings**

Main Content

**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**

09-11 DSTL 173 EZWWW1-2 ANGEL 7.3 Basics for Fac

**Classification Codes**

09-11 DSTL 173 EZWWW1 - ANGEL 7.3 Basics for Faculty

Disable Source Courses

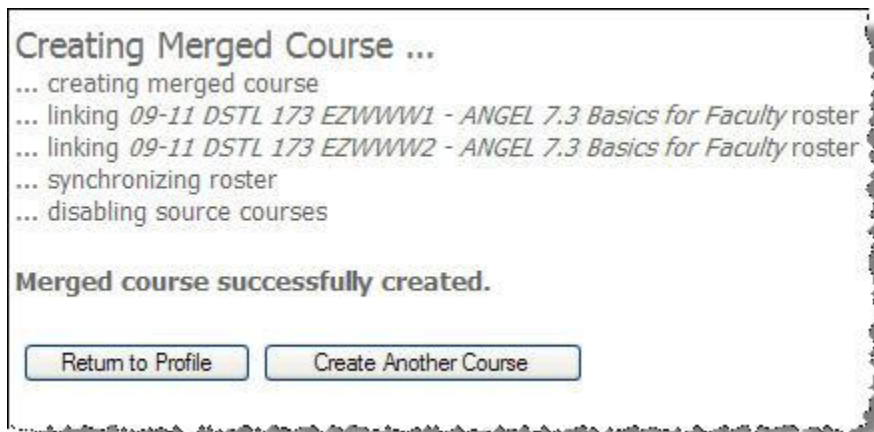
**Section Settings**

| Course   | Team                 |
|--|----------------------|
| 09-11 DSTL 173 EZWWW1 - ANGEL 7.3 Basics for Faculty<br>11-DSTL173-EZWWW1-FT | 11-DSTL173-EZWWW1-FT |
| 09-11 DSTL 173 EZWWW2 - ANGEL 7.3 Basics for Faculty<br>11-DSTL173-EZWWW2-FT | 11-DSTL173-EZWWW2-FT |

Create Course Cancel

5. Select a course under the **Classification Codes** drop-down list to determine which course is used to set the merged course classification codes. (typically, use the default) This is for access to Learning Object Repositories, Master Courses and Find a Course.
6. Select the **Disable Source Courses** option so that students can see only the merged course.
7. The **Section Settings** area creates a team name from each of the merged sections keeping students. 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.



10. The merged course should appear on your course home page.

