

This guide will explain the course merging process and provide reasonable expectations for the results and timelines involved.

What is merging?

- By default, D2L courses are built section-by-section; if you teach three sections of a course, you get three D2L shells.
- However, some instructors prefer to deliver their online materials for their sections of a particular course each semester in a single shell. This is called Merging.
- When a course is merged, one set of content is presented to all of the involved sections of students. Students rosters are also combined.

Should I merge my course?

- Merged courses are most appropriate for instructors who use D2L mostly to deliver static content—readings, presentations, and announcements. This is especially true of courses that are continually updated throughout the semester.
- The combined rosters of a merged course make the delivery of interactive, graded content (quizzes, drop boxes, etc) more challenging, as it becomes more challenging to separate submissions from one section from those of another section
- **Merging should never be done after students begin *interacting with a course*.** This is not a problem if your D2L material is static, but as soon as any student has used a quiz, drop box, discussion forum, or other interactive course component, you are looking at losing that student activity once you merge.

Before requesting a merge...

1. Follow the steps in the **D2L Quick Guide: Flagging Courses & Copying Content** to build your separate course sections.
2. Once they have been created and are visible in D2L, send an e-mail to eLearningSupport@conestogac.on.ca, and specify:
 - i. The course code
 - ii. The sections you would like to merge
3. If you teach courses under multiple course codes, please list them individually— eg, "*COMP1000 sections 1 and 2, COMP2000 sections 3 and 4*"

What to expect following your request

1. **Merging is not a same-day process**; it must be manually queued by the Educational Technology department and is processed overnight by an automated system. As such, please allow several days for your separate sections to become merged.
2. While the request is pending, it is possible that students will see **neither** the sectioned courses nor the final merged shell; this is common, and they need only to wait until the merged shell becomes available.

The end result

1. Once the merge is completed, students will see only the final merged course. Instructors, however, will see both the sectioned courses and the final merged shell.
2. You can tell your merged shell and your sectioned shells apart by their titles; sectioned shells contain a Section, while merged shells do not. Eg,
 - **Sectioned:** COMP1000-13F-Sec2-Basic Computers
 - **Merged:** COMP1000-13F- Basic ComputersSectioned courses will also be marked as "Inactive", indicating that students can't see them.
3. **Merged shells are created empty.** Even if one or more of your sectioned courses contained content, this will not be carried over automatically into the merge; you will need to follow the normal process to copy content into your merged shell from a previous course, a master course, or the original sectioned shell.
4. D2L will create a Section within the course for each course section involved in the merge. This naming can be a bit confusing, because Conestoga and D2L use the word "Section" to describe different concepts. In this case, a Section is a grouping within your course roster—students who are enrolled in Section 3 will be assigned to a Section called "Section 3", and so on for every other section that you merged together. This allows you to identify where each student originated, to contact individual sections through Course Mail, and to restrict course content to individual sections using Release Conditions if you so desire.