

# D2L: SIS Course Merge

## Who is this for?

Faculty

## What's this about?

To show the Canisius University faculty how to merge courses using the SIS Course Merge Tool.

## Script

Hi all, this is Tyler Kron-Piatek from Canisius.

In this video, we go over how to use the SIS Course Merge Tool. This tool is built right into D2L and allows faculty to merge their courses as needed. Additionally, keep in mind that course content and activities in the Secondary courses will not be carried over to the merged course space. Nor will assignments that students have submitted or the grades or the gradebook from the Gradebook tool. The only content, activities, submitted assignments, and grades that will be kept are the ones already in the Primary course. The only thing that happens with a course merge is students are moved over to the Primary course. Faculty will also be unenrolled from the Secondary courses in D2L, which will automatically be deactivated after the merge has taken place.

Let's get started.

First, go to D2L. Then, find and click on the gear icon in the upper right corner.

In the menu that appears, click on SIS Course Merge. This will show us a list of courses that we can merge, with most recently added courses at the top. In this demo, I want to merge both ABEC220A: Animal Learning and ABEC:220LA: Animal Learning Lab. To do that, click on the checkbox to the left of each course we want to merge together. If we have more courses to merge into the same space, we can select them as well.

When done making our selection, click on Merge Courses. A pop-up will appear asking us to select the Primary course. In this case, I will select ABEC220A. Then, click on the

Merge button in the lower left corner. This will take us back to the SIS Course Merge page. However, there will be a banner at the top with some information, including a link to the Primary course. We can continue to add course content to the Primary course as the merge is happening.

However, we are not done just yet. We need to rename the course to make it easier for ITS to help us and so students do not get confused. Click on the link to the Primary course. Then, go to "Edit Course" in the D2L Course Navbar.

Click on Course Offering Information. Here, we can change the course offering name. The general formula for the name should be SemesterYear\_MRG\_PrimaryCourseAbbreviation/SecondaryCourseAbbreviation: Descriptive Name. Note that the \_MRG\_ is important for ITS to better help when issues arise.

For this demo, the course name would be Fall2025\_MRG\_ABEC220A/ABEC220LA: Animal Learning. For more information about naming the merged course, please see the D2L: SIS Course Merge Wiki Page, linked in the description. If we need further assistance naming our merged course, Helpdesk may have recommendations. When we are done naming our course, click on Save in the lower-left corner.

By the time we are done naming the course, the Merge may have completed. We can check this by clicking on the bell icon in the upper-right. If the merge has not completed yet, give it until overnight. If we find the next day the Merge has not completed, email Helpdesk ASAP.

When the merge is completed, check the classlist in D2L and compare it with the classlist found in the Faculty Dashboard. If we notice discrepancies, email Helpdesk ASAP.

That's it for this video.

If there are any questions or comments, please email us at [helpdesk@canisius.edu](mailto:helpdesk@canisius.edu).

Thanks for watching and have a great day!