

# On course divide and course merge

## What is course divide and course merge?

By using the course divide and course merge function, you can do the following:

### Course divide

If there are more than one instructor is teaching the same course but not in the uniformed schedule, you can replicate the course by using the course divide function. You can either retain the students from the original course or you can split the students to the courses divided. The original course is called “the course to be divided” and the replicated course is called “the divided course.”

### Course merge

You can merge the students who are taking some different courses into one. The different courses are called “the course to be merged” and the course merged is called “the merged course.”

## Instruction:

### Course divide

#### 1. Edit the Course to be Divided

From a list of courses on the Course Administration page, click Confirmation button of the course you want to divide to open the Course Edit page.

- Set the Course Use property as Indirect.

#### 2. Create the Divided Course (Repeat as many times as you need to replicate.)

Click “Add” in the right upper corner block on the Course Administration page. Do the following on the Create a Course page:

- Specify the details such as the course name, the course code, the year and the term. Notice that it is desirable to have the details which show the relationship to the Course to be Divided.
- Search the Course to be Divided and make it as the Parent Course.

### Course merge

#### 1. Create the Merged Course

Click “Add” in the right upper corner block on the Course Administration page. Do the following on the Create a Course page:

- Specify the details such as the course name, the course code, the year and the term. Notice that it is desirable to have the details which show the relationship to the Course to be Merged.

#### 2. Edit the Course to be Merged

From a list of courses on the Course Administration page, click Confirmation button of the course you want to merge to open the Course Edit page.

- Set the Course Use property as Indirect.
- Search the Merged Course and make it as the Parent Course.

## Modification of the Course Enrollment Information

If you want to add/delete the students, modify the Course to be Divided or the Course to be Merged.

#### • Adding students

If you add students to the Course to be Divided, they are automatically added to the Divided Courses as well. You need to delete the added students from the Divided Course manually if you do not want them in the Divided Course.

#### • Deleting students

If you delete students from the Course to be Divided or from the Course to be Merged, the students will also be automatically deleted from the Divided Courses or from the Merged Course.