Roster Synchronization to Merge Class Sections

Instructors can use the Roster Synchronization process to combine the Rosters of multiple courses, and manage them as one class.

The classes will be treated as one course by the system, even though they have different section numbers. The system will keep all add/drop activity synchronized with the merged roster.

Before you synchronize rosters, decide which section will be the primary section.

- You will add rosters from other sections to the primary section.
- Before you can synchronize the rosters of multiple sections, all sections must be activated.
- After synchronizing the rosters, the primary section will remain active. The primary section is the only section students will access.
- Other (synchronized) sections will be disabled during the Roster Synchronization process, and they should remain disabled, so students will not be able to see them.
- The primary section is where you will add content.

To use Roster Synchronization, follow these steps:

1. First, you need to record the 5- or 6-digit ID number (which follows the section number) of each current semester course section you want to synchronize.

2. Next, go into the class that will be the primary section.

3. Go to the Management Tab and click Roster.

4. Click Roster Synchronization.

5. Click the Add Roster link to select rosters to synchronize.

   Note: You will probably have to scroll to locate the current semester section ID numbers.

6. Select Courses. Click the check box to select course rosters.
7. Leave boxes checked to:

**Create Teams.** Creates a team for each synchronized course's roster (Uses naming scheme CourseCode-Section) and adds corresponding students to that team.

This feature helps the instructor address specific groups of students when necessary.

**Disable Synchronized Courses.** (Suggested) Source courses are disabled. Students do not see both the original course section and the synchronized course; only the synchronized course appears in their course list.

8. Click **OK**.

9. Roster Synchronization list will appear. Click **Add Team** for the primary section if you want to create a team for the students in that section.

10. Click **Exit Roster Synchronization**.

11. Go to the **Management Tab** and click **Roster** to view **Section** and **Team** affiliations.