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# [All Faculty/Staff] Monday Moodle tips----Merging course sections

1 message

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**Moodle Support** <moodle@mail.wou.edu>          Mon, Mar 7, 2016 at 1:13 PM
Reply-To: moodle@wou.edu
To: allfacstaff@wou.edu

**Monday Moodle Tips----How to merge multiple course sections into one course shell**

1. Open one of the course section pages
2. Navigate to the "Course administration" block located on the left side of the course main page
3. Within the "Course administration" block select the "Edit settings" option
4. Locate the "Course ID number" block, you should see your course ID number looks like "201511111" It is the year of the course plus the course CRN number.
5. Add the rest of the course sections' ID numbers to the box, separate all ID numbers by comma. For example, your merged course ID would look like: "201511111, 201511112, 201511113"
7. Scroll to the bottom of the page and select the "Save changes" button

Note:

1. You should let us know you've merged the courses and there needs to be a change in the course short name. When courses are merged, we add "..." behind the course ID in the course short name so that we know it's a merged course page. This is to avoid confusion.
2. We highly recommend you to hide the rest of the individual course shells or delete them. If you keep them open and available to students, students will see two course pages----one merged and the other one unused. This might cause confusion to students.

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