Gradebook Merge

Overview

The **Gradebook->Merge** screen allows you to merge two or more courses into one Gradebook. This is a powerful tool that will allow your teachers and schedulers more flexibility.

If you merge a course with another, the following happens:

- The students in both courses will be merged into one gradebook.
- Students are now shared by both teachers associated with each course.
- The course profile is copied to the merged course(s). The two merged courses can not have different profiles.

In order to be able to merge two courses, the following must be true:

- Both courses must have the same semester code. (Example: Both have to be Full Year courses)
- Both courses can not have any assignments created for them.

Understanding the Screen

Here is a listing of the fields on the "Current Course to be Merged" table and what they mean:

Field	Description
Select	This is the column that contains the check boxes. See below for more information.
Course	This is the course information.
Semester	The semester of the course. This is a very important field (See above).
Periods	The period that this course meets.
Days	The days that this course meets.
Teacher	This is the teacher of the course.
Profile	The Gradebook Profiles of the course.
Merged	This is a check that indicates if a course is already merged.
Merged By	This is the user who merged the course.

Merged Date	This is when the course was merged.

Here is the additional fields on the "Select courses to merge" table and what they mean:

Field	Description
Merged with Current Course	A check box will appear in this column if this course is merged with the course currently selected.
Break Merge	If this course is merged with the current course, then a icon will appear here. You will be able to "Break" your merge by clicking on it.

How to Merge Your Courses

The course to be merged is the one listed under "Current Course to be Merged:". If this is not the correct course, you can change the course by selecting the correct one from the "Switch Course To Merge" drop down at the top.

Once you have the correct course selected, you will see a listing of courses below it with check boxes to the left of each course. These courses are gathered from all the gradebooks from the various teachers that you have access to. If you do not see the course that you wish to merge, then you will either need rights to the teacher who teaches the course, or the Gradebook has not been instantiated for that course. This means that you would just have to switch the teacher name on the Gradebook Home screen to initialize the gradebooks for that teacher.

In order to do the actual merge, just check the check box next to the course(s) that you wish to merge with. Once this is done, hit the "Save" button on the bottom of the screen. The courses are now merged.

What Happens to the Profiles when Gradebooks are Merged

Scenario	Outcome
Teacher A is merging 2 of his gradebooks together	Both gradebooks will have the same profile from Teacher A
Teacher A is merging a gradebook with Teacher B	The profile from Teacher A's course will be copied to Teacher B. Teacher B's course will have the copied profile assigned to their gradebook. Both teachers will be able to modify the profile and all changes are made to both profiles of the merge.
Teacher A is merging a gradebook with a gradebook that has Teacher B and Teacher C teaching it.	The profile from Teacher A's course will be copied to Teacher B. The Teacher B and C gradebook will have the copied profile assigned to their gradebook. Teacher A and Teacher B will be able to modify the profile and all changes are made to both profiles of the merge. Teacher C will not be able to modify the profile for the gradebook because the copied profile will belong to Teacher B.
Teacher A is merging a gradebook with a gradebook that has Teacher A and Teacher B teaching it.	The profile from the merging course will be used for both gradebooks. Due to multiple teachers in one of the gradebooks, and the same teacher in both merged courses, the profile being used is not copied to the other teacher. In this situation, the merge will have only one profile and can only be edited by the teacher whose profile is being used.