Merging multiple course pages into a single UVLê page

If a faculty member is teaching 2 or more sections of the same course, s/he may prefer to have a single UVLê course page for all sections. **Under advanced features of UVLê Integration module, teachers can merge previously created courses pages via CRS into a single course page.** For example, multiple sections of Speech 30 may be managed in a single UVLê course page. To do this:

1. Create individual UVLê course pages for each section. You may sync the class list before or after the merging.
2. Check the box beside **Show advanced features**. Link/Merge courses will appear.
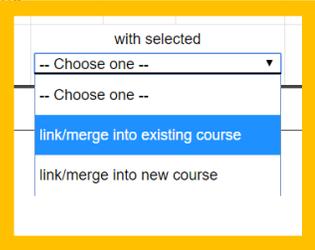
UVLe Course Request

☑ Show advanced features

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Link/Merge Courses			Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Merge	Date Merged	Remarks	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	☐				☐			Sync		0 of 0 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	☐				☐			Sync		0 of 0 enlisted
3	16151	Speech 30 WFQ-1	WF 7-8:30AM lec PH 1231-1232	27	☐				☐			Sync		0 of 0 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	28	☐				☐			Sync		0 of 0 enlisted
					Request New Course				-- Choose one -- ▼			Sync All		

3. Under Link/Merge, check all boxes corresponding to classes you want to merge.

#	Class Code	Class	Schedule	Enlisted	UVLê Course Creation				Link/Merge Courses			Enroll Students		
					Create Course	Date Requested	Status	UVLê Course Name	Merge	Date Merged	Remarks	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	☐	04 Jan 2019 01:24 pm	Successful	Speech 199 THV-2 - [1s AY2018-201	☐	04 Jan 2019 :18 pm	MySpeech199	Sync	04 Jan 2019 05:31 pm	8 of 11 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	☐	04 Jan 2019 01:40 pm	Successful	Speech 30 THX-5 - [1s AY2018-201	☑			Sync	04 Jan 2019 05:31 pm	12 of 28 enlisted
3	16151	Speech 30 WFQ-1	WF 7-8:30AM lec PH 1231-1232	27	☐	04 Jan 2019 01:40 pm	Successful	Speech 30 WFQ-1 - [1s AY2018-201	☑			Sync	04 Jan 2019 05:31 pm	12 of 27 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	28	☐	04 Jan 2019 01:40 pm	Successful	Speech 30 WFR-2 - [1s AY2018-201	☑			Sync	04 Jan 2019 05:32 pm	12 of 28 enlisted
					Request New Course				-- Choose e -- ▼	ith selected		Sync All		

4. Click "Choose one" dropdown list box. Choose **link/merge into existing course** if you want to merge them into an old/ready-made UVLê course page (e.g., a prepared UVLê course page, or a "reused" course page). Otherwise, choose **link/merge into new course**.
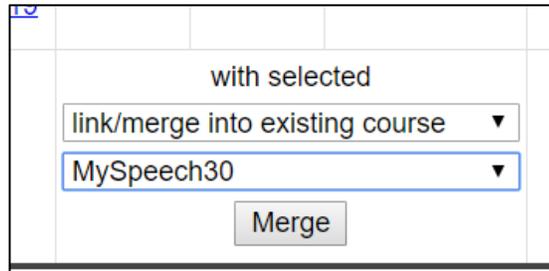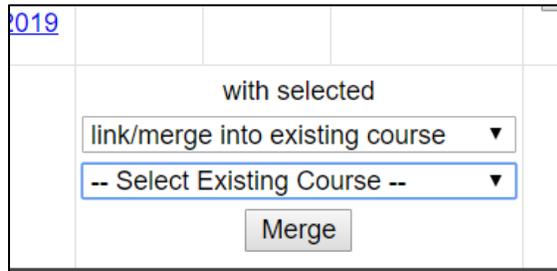
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					Create Course	Date Requested	Status	UVLê Course Name	Merge	Date Merged	Remarks	Sync Class List	Date Last Synced	Remarks
1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	☐	04 Jan 2019 01:24 pm	Successful	Speech 199 - THV-2 - [1st] AY2018-2019	☐	04 Jan 2019 05:18 pm	MySpeech199	Sync	04 Jan 2019 05:31 pm	8 of 11 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	☐	04 Jan 2019 01:40 pm	Successful	Speech 30 - THX-5 - [1st] AY2018-2019	☑			Sync	04 Jan 2019 05:31 pm	12 of 28 enlisted
3	16151	Speech 30 WFQ-1	WF 7-8:30AM lec PH 1231-1232	27	☐	04 Jan 2019 01:40 pm	Successful	Speech 30 - WFQ-1 - [1st] AY2018-2019	☑			Sync	04 Jan 2019 05:31 pm	12 of 27 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	28	☐	04 Jan 2019 01:40 pm	Successful	Speech 30 - WFR-2 - [1st] AY2018-2019	☑			Sync	04 Jan 2019 05:32 pm	12 of 28 enlisted
					Request New Course				with selected `-- Choose one --` ▾ `-- Choose one --` `link/merge into existing course` `link/merge into new course`			Sync All		

Syllabus Upload ?

Course	Uploaded On	File Name	Action
Speech 30			Upload
Speech 199			Upload

5. Click the **Link/Merge button**.

2019

with selected

`link/merge into existing course` ▾

`-- Select Existing Course --` ▾

Merge

with selected

`link/merge into existing course` ▾

`MySpeech30` ▾

Merge

6. A pop-up message will appear. Click **OK**, then a confirmation message will appear. Done.

The status of link/merge request will appear in the dashboard.

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1	16130	Speech 199 THV-2	TTh 11:30AM-1PM lec PH 1231-1232	11	☐	04 Jan 2019 01:24 pm	Successful	Speech 199 - THV-2 - [1st] AY2018-2019	☐	04 Jan 2019 05:18 pm	MySpeech199	Sync	04 Jan 2019 05:31 pm	8 of 11 enlisted
2	16167	Speech 30 THX-5	TTh 2:30-4PM lec TBA	28	☐	04 Jan 2019 01:40 pm	Successful	Speech 30 - THX-5 - [1st] AY2018-2019	☐	04 Jan 2019 06:29 pm	Pending	Sync	04 Jan 2019 05:31 pm	12 of 28 enlisted
3	16151	Speech 30 WFQ-1	WF 7-8:30AM lec PH 1231-1232	27	☐	04 Jan 2019 01:40 pm	Successful	Speech 30 - WFQ-1 - [1st] AY2018-2019	☐	04 Jan 2019 06:29 pm	Pending	Sync	04 Jan 2019 05:31 pm	12 of 27 enlisted
4	16153	Speech 30 WFR-2	WF 8:30-10AM lec PH 1231-1232	28	☐	04 Jan 2019 01:40 pm	Successful	Speech 30 - WFR-2 - [1st] AY2018-2019	☐	04 Jan 2019 06:29 pm	Pending	Sync	04 Jan 2019 05:32 pm	12 of 28 enlisted
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						Request New Course			-- Choose one -- ▼			Sync All		

NOTE: The course page under Remarks will then be the final UVLê course page for the merged classes. In the example above, the 3 UVLê courses initially created (those under the UVLê Course Name column for the 3 sections of Speech 30) are archived, and the MySpeech30 will be the (final) UVLê course page for the 3 sections of Speech 30 – THX5, WFQ1, and WFR2.

NOTE: When you merge classes into one final UVLê course, the class lists from the different classes are automatically synced to this final UVLê course.

(Continued on the next page…)

NOTE: For those with multiple classes/sections for a given course, DO NOT link/merge the UVLÊ course pages created via CRS. For example, suppose you have 2 sections, Section A and Section B, for a single course MyCourse, and you want a single UVLê page for managing the two sections. Proceed by creating an UVLê page for each (UVLê course creation) and then link/merge these two sections into a new course, i.e., select the two section pages to be merged, and then choose "link/merge into new course," and name the new course, say MyCourseFinal, and proceed with the link/merge. With this, after successful linking/merging, the MyCourseFinal will be the UVLê page for MyCourse and with student enrollment synced from the 2 sections.

Should you have already prepared an existing UVLê page (THAT IS DIFFERENT FROM either Section A page or Section B page; say MyCourseOld), then you may proceed with using the "link/merge into existing course" (choose MyCourseOld) option.

Reusing Older pages by Linking/Merging

Using the same feature, you can reuse an old UVLê page by linking/merging a newly-created course page to an existing course page. For example, if you're going to teach Subject 101 again and you want to reuse your old UVLê course page, you may request for a new course page then link/merge that to an existing Subject 101 UVLê page.