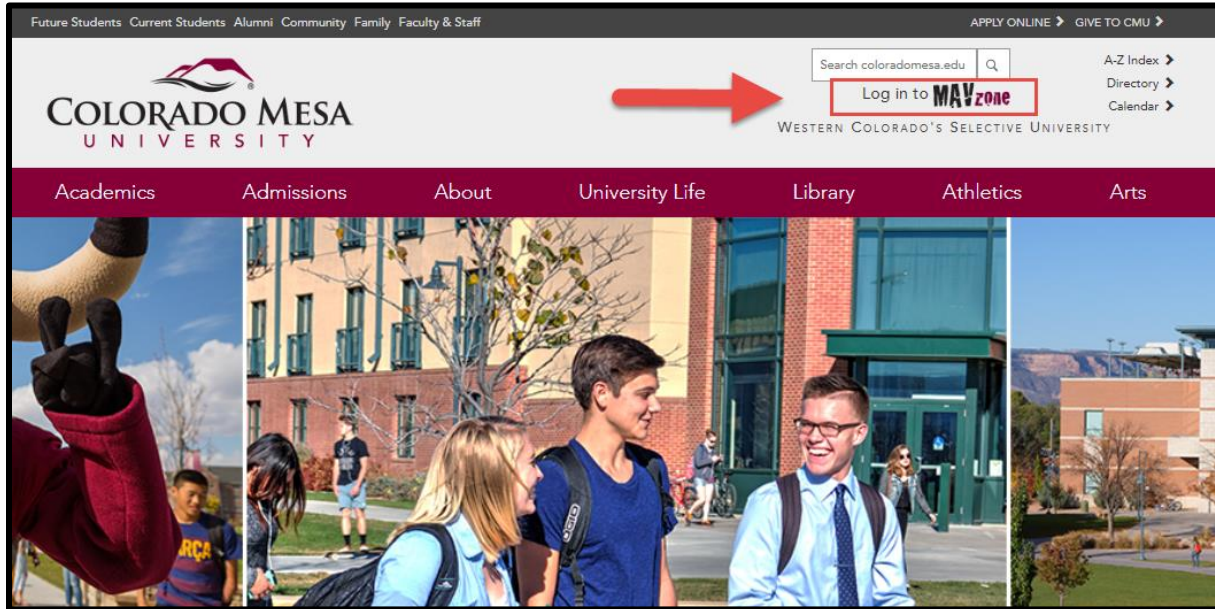
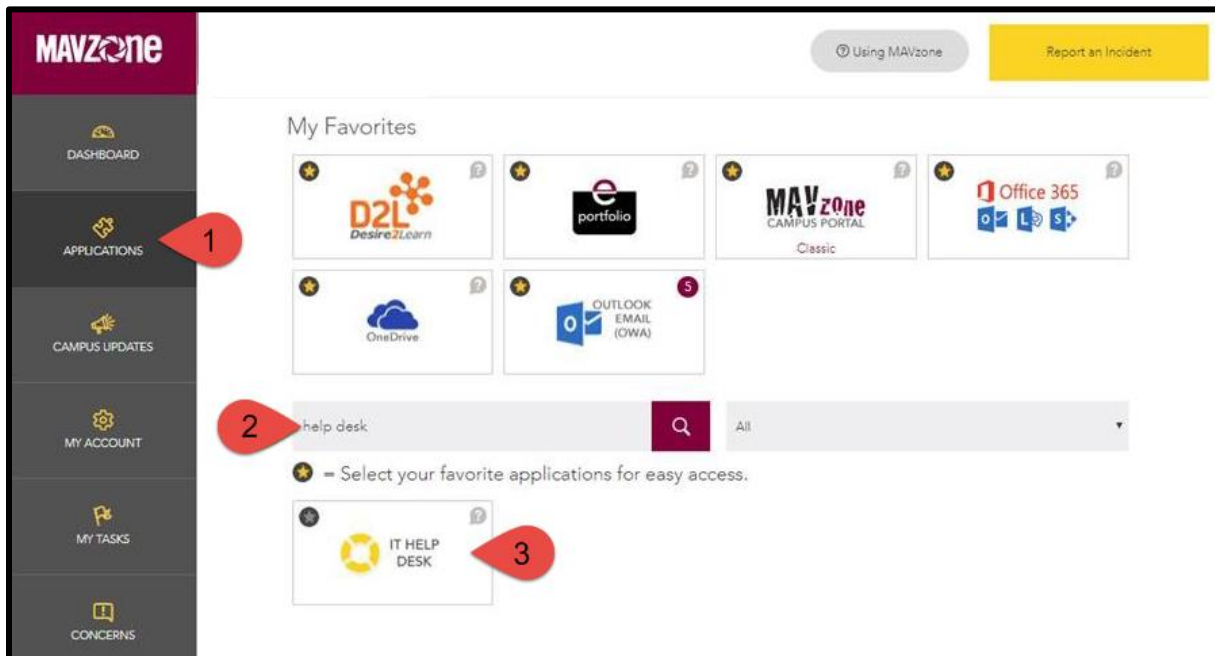


D2L HELP REQUEST: COURSE MERGE

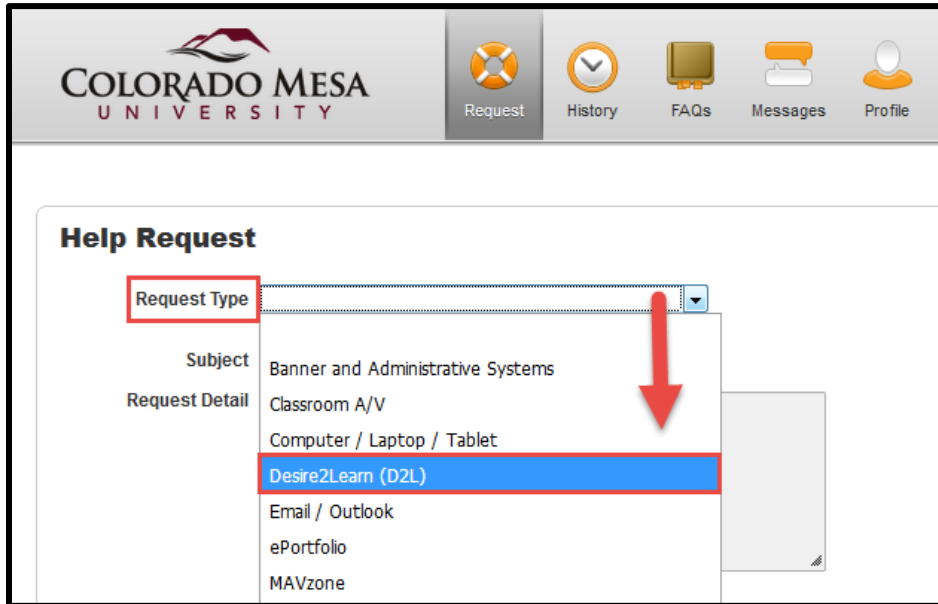
1. From the Colorado Mesa University website, www.coloradomesa.edu, click on **Log in to MAVzone**.



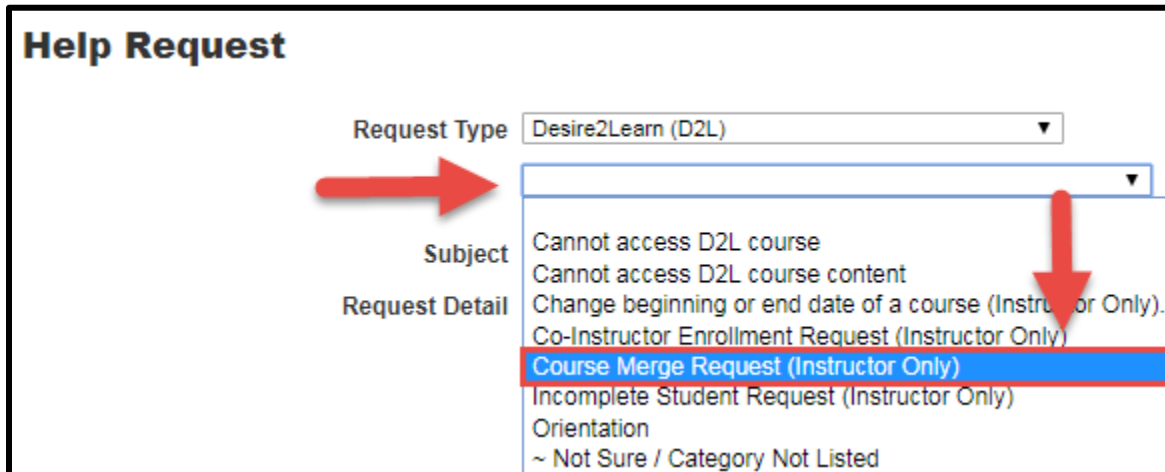
2. After signing in, select the **IT Help Desk** app to create a ticket.



3. From the **Help Request** page, choose your **Request Type** as **Desire2Learn (D2L)** from the dropdown menu.



4. Choose the sub-request as **Course Merge Request (Instructor Only)** from the dropdown menu.





5. Complete the rest of the form (make sure to fill the required fields indicated by *****) and **Save** the form to submit your request.

Help Request

Request Type: Desire2Learn (D2L) ▼
Course Merge Request (instructor Only) ▼

Instructions: Merging courses is a way to combine two or more similar sections of a course. When you have a course merged, all class lists will be combined into one class list. This is not used to copy old course materials into new course shells. Once courses are merged, they CANNOT be un-merged.
List ALL courses to be merged in the field below and enter as follows: Course Section CRN. Separate each entry with a comma as in the example below.

Courses (e.g. ENGL112-001 20156, ENGL112-002 20158)*: 

What is the instructor's full name?*: 

Carbon Copy (Cc): Enabled

Attachments:

Location: Lowell Heiny Hall (LHH) ▼ Room:

If you are requesting sections with **multiple instructors**, all of the instructors **and** the Department Head need to be copied in the ticket and must give approval prior to the completion of the request.

NOTE: If you are requesting sections with **multiple instructors**, all of the instructors and the Department Head need to be copied in the ticket and give approval prior to completion of the request.