

# How to Merge Enrollments

## How to Merge Enrollments

In Edvance360 multiple sections of the same class can be merged into one course to make it easier for instructors to manage. Once the course is imported from the SIS/CRM the first time the courses must be mapped via the Merge Enrollment feature. Merge enrollments is only available when the SIS/CRM is utilized to create course shells and is activated.


**1** Login to Edvance360 as an Admin

**2** Navigate to **1-Admin Tab** > **2-Courses & Communities** > **3-Courses** > **4-Select Term**

The screenshot shows the Edvance360 Admin interface. At the top, the navigation bar includes Home, Trainings, Communities, Resources, Calendar, Admin (highlighted with a red box and labeled '1'), and Help. Below this is the 'Administration' section. On the left, a sidebar menu shows 'COURSES & COMMUNITIES' (highlighted with a red box and labeled '2'), with sub-items: CAMPUS, TERMS, CATEGORIES, GROUPS, and COURSES (highlighted with a red box and labeled '3'). The main content area shows 'Admin » Terms' and a table titled 'Terms'. The table has columns for Name, Start Date, End Date, and Deadline Date. The rows list years from 2018 to 2015. The 2018 row has a calendar icon (highlighted with a red box and labeled '4') in the rightmost column.

Name	Start Date	End Date	Deadline Date
2018			
2017			
2016			
2015			

## QuickStart Guide: How to Merge Enrollments

- 3 Select the Manage  (gear icon) next to the course you want to display as the course for all students to access.













Admin » Terms

Search -

All  Active  Deactivated

Search

2017 ↻ +

Course	Facilitator	Status	
BUSI 101: Business Principles - 1	The course all instructors and learners will access	Active	  
BUSI 101: Business Principles - 2	The courses with enrollments that will be merged into the course above	Active	  
BUSI 101: Business Principles - 3		Active	  
BUSI 101: Business Principles - 4		Active	  

- 4 Locate the Course Attendees header and select **Merge Enrollment** button. Follow instructions as prompted on screen.

Course Attendees +

Merge Enrollment

Name

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