At times, teachers who teach various sections of the same course may want to create a merged Moodle course that allows them and their students to access content in one place. This article explains how to use the Course Merge Helper tool on Moodle, which allows you to merge courses yourself.

Before you start, you may need access to the following:

- a teacher role (i.e., Instructor of record, Other editing teacher, Non-editing teacher) in each course you would like to include in the merged course
- if you do not have a teacher role in each course, EAST can merge the courses for you; to request that we do so, please fill out this form

1. On your Moodle dashboard, click on one of the courses you would like to merge.
2. Once in the course, click Course settings at the top right (gear icon). At the bottom of the menu, click on "Create merged course shell."
3. In the box that says "Courses to merge," start typing the name of the course (i.e. CHEM B200.001) and you should see courses in which you are a Teacher appear. Select the course you would like to merge, and it should then show up in blue above.
4. To add another course, in that same box, search for the next course (i.e. CHEM B200.002). Select that, and you will see both courses in blue above the box.
5. In the "Course full name" box, type or paste the merged course name (i.e. Organic Chemistry I Merged).
6. In the "Course short name" box, type or paste the course short name in the following format: bmc.chem.b200.merged.f20 (or for Lab sections: bmc.chem.b200.labmerged.f20).
7. Once you have entered that information, you do not need to change any settings below the course short name. Hit the Create button at the bottom.
8. You should be taken out to the shell for your new merged course with the title you gave it. The original course shells will now be hidden and students will only see the merged course on their Moodle dashboard.
9. To add a Panopto block to your merged course, please follow the directions Panopto: Add the Panopto Block to a Moodle Course You can also contact help@brynmawr.edu if you need assistance with adding Panopto videos to a merged course.

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the Help Desk!

Phone: 610-526-7440 | Library and Help Desk hours
Email: help@brynmawr.edu | Service catalog
Location: Canaday Library 1st floor