

DL KNOW HOW - Copying Course Org Codes

The course org code is the unique identifier for each course. This code is extremely important as one number out of sequence can mean the wrong course(s) being merged.

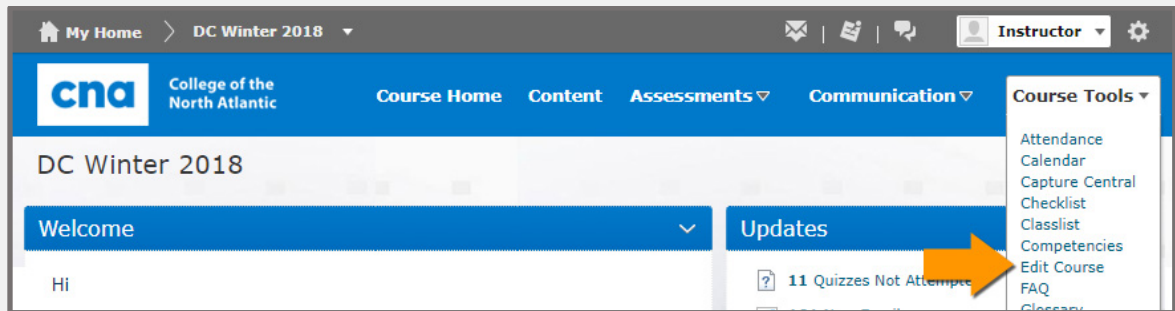
To copy and paste the course org codes from your shells please follow the steps below.

STEP 01

Enter your Course Offering to be merged.

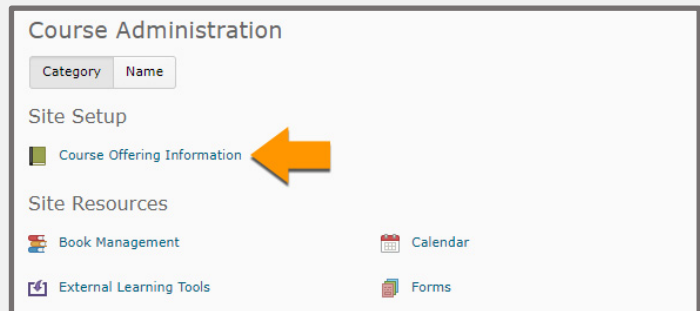
STEP 02

Under the **Course Tools** drop-down menu on the navigation bar, click **Edit Course**.



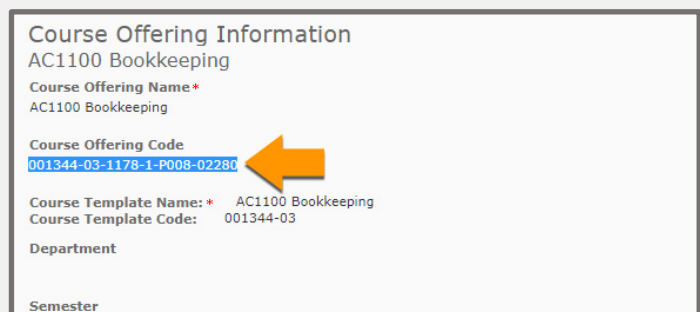
STEP 03

Under **Site Setup**, in the Category view, click on **Course Offering Information**.



STEP 04

Select the entire **Course Offering Code**. Right Click and Copy.



STEP 05

Return to the **D2L Course Merge form** and Right Click and Paste the code in the **Course Sections to be MERGED** box.

Repeat these steps for each course offering that you wish to merge or combine.

If you need further assistance or have any questions related to Merged Courses, please do not hesitate to contact our **DL Help Desk**, using the contact information below.

Email: dlshehelp@cna.nl.ca

Phone: 1.877.465.2250 option 1 (toll free) / 1.709.466.6961 (local)

Live Chat: <http://livechat.cna.nl.ca>