

# Merging Classes

Merging classes allows a teacher to take attendance, manage assignments and give final grades to multiple classes on a single screen as if it were a single class. Merged classes are for the teacher's convenience in the Gradebook only; classes will continue to be separate in other systems such as Discovery, Canvas, or the Parent Portal. Generally, class merges are only really helpful for teachers in secondary schools since elementary teachers are able to manage their class lists using concepts.

All classes being merged need to meet ALL of the following conditions:

1. They must be in the same period.
2. They must be on the same day (A or B).
3. They must have the same duration (Term or Year)
4. They must be setup with the same category and Gradescale in the Gradebook setup.
5. They need to be merged before any assignments are added to the courses.

Classes are merged from the Class List screen as follows:

The screenshot shows the Gradebook software interface. At the top, there is a navigation bar with icons for Class List, Attendance, Gradebook, Grades, Students, and Reports. The main area displays a table of classes. The table has columns for Track, Prd, Pattern, Course-Sec, Title, Attendance, Seat Count, Average, Add/Drop, and Action. The first row shows a class with Track X, Prd 1-1, Pattern A, Course-Sec 694621-21, and Title AUDIO/VIDEO ASSISTANT... The second row shows a class with Track X, Prd 4-4, Pattern A, Course-Sec 694754-24, and Title OFFICE ASSISTANT. The third row shows a class with Track X, Prd 4-4, Pattern B, Course-Sec 694754-28, and Title OFFICE ASSISTANT. A red box labeled '1' highlights the 'Merge Classes' link in the bottom right corner of the table. Below the table, there is a 'Merge Classes' dialog box. A red box labeled '2' highlights the 'Period' dropdown menu, which is set to '1-1'. A red box labeled '3' highlights the 'Course-Sec' field, which contains '2 items selected.'. A red box labeled '4' highlights the 'Title' field, which contains '1A Audio/Video Classes'. A red box labeled '5' highlights the 'Save' button at the bottom right of the dialog box. The 'Clear' button is also visible next to it.

Track	Prd	Pattern	Course-Sec	Title	Attendance	Seat Count	Average	Add/Drop	Action
X	1-1	A	694621-21	AUDIO/VIDEO ASSISTANT...		0 Active, 0 Inactive	0		
X	4-4	A	694754-24	OFFICE ASSISTANT		0 Active, 0 Inactive	0		
X	4-4	B	694754-28	OFFICE ASSISTANT		0 Active, 0 Inactive	0		

Merge Classes

Track: X - NO T | Period: 1-1 | Course-Sec: 2 items selected. | New Course Code: 1A Audio | Title: 1A Audio/Video Classes | x | i

Session active for 79:21 | Clear | Save

1. Click on the Merge Classes link
2. Select the Period and Courses to be merged
3. Enter in a Course Code (must be unique in your school)
4. Add a title.
5. Save