

## GENESIS GRADEBOOK: Merging Two or More Courses

- I. Merging Two or More Classes**
- II. Identifying Merged Classes**
- III. Breaking an Existing Merge**

## I. Merging Two or More Classes

The Genesis Gradebook “Merge” Screen:

The screenshot shows the 'Course Merge Screen' in the Genesis Student Information System. The interface includes a navigation menu at the top with options like 'Admin', 'Gradebook', 'Conduct', 'Class Attendance', 'Elem. Grading', 'Pa', 'Home', 'Class Rosters', 'Assignments', 'Setup', 'Profiles', 'Merge', and 'Post Grades'. The current course is '5613/1 - ESL 2 READING'. A 'Switch Course To Merge' dropdown is set to the same course. Below this, a warning states: 'If you merge a course with another, the following happens: (In order for a course to be eligible to merge, it must have the same semester code)'. The 'Current Course to be Merged' table shows one selected course. The 'Select courses to merge' table lists four other courses with checkboxes. A 'Save' button is at the bottom. Three callouts provide instructions: 'Select a different class to be merged with.', 'The class to be merged with is identified here.', and 'Check the class or classes you wish to merge with the class identified above.'

| Select                              | Course                 | Semester | Periods | Teacher          | Profile                | Merged | Merged By | Merged Date |
|-------------------------------------|------------------------|----------|---------|------------------|------------------------|--------|-----------|-------------|
| <input checked="" type="checkbox"/> | 5613/1 - ESL 2 READING | FY       | 3       | AQUINO, PATRICIA | Default Course Profile |        |           |             |

| Select                   | Course                 | Semester | Periods | Teacher          | Profile                | Merged | Merged By | Merged Date | Merged with Current Course | Break Merge |
|--------------------------|------------------------|----------|---------|------------------|------------------------|--------|-----------|-------------|----------------------------|-------------|
| <input type="checkbox"/> | 5613/2 - ESL 2 READING | FY       | 4       | AQUINO, PATRICIA | Default Course Profile |        |           |             |                            |             |
| <input type="checkbox"/> | 5613/3 - ESL 2 READING | FY       | 7       | AQUINO, PATRICIA | Default Course Profile |        |           |             |                            |             |
| <input type="checkbox"/> | 5615/1 - ESL 3 READING | FY       | 5       | AQUINO, PATRICIA | Default Course Profile |        |           |             |                            |             |
| <input type="checkbox"/> | 5615/2 - ESL 3 READING | FY       | 8       | AQUINO, PATRICIA | Default Course Profile |        |           |             |                            |             |

Figure 1 = The "Merge" Screen allows you link courses into one expanded roster

### Merging Classes

This screen allows you to select one course section as your “base class” and allows you to merge other course sections into it. There will be one “merged” course roster for the joined class.

You may join as many of your course sections together as you wish.

To merge classes, do the following:

1. Select the ‘base’ class (this is just a formality).
2. Check the checkboxes for the courses you want to merge with the base class.
3. Click **Save**.

**WARNING:** You cannot merge classes if they already contain Assignments.

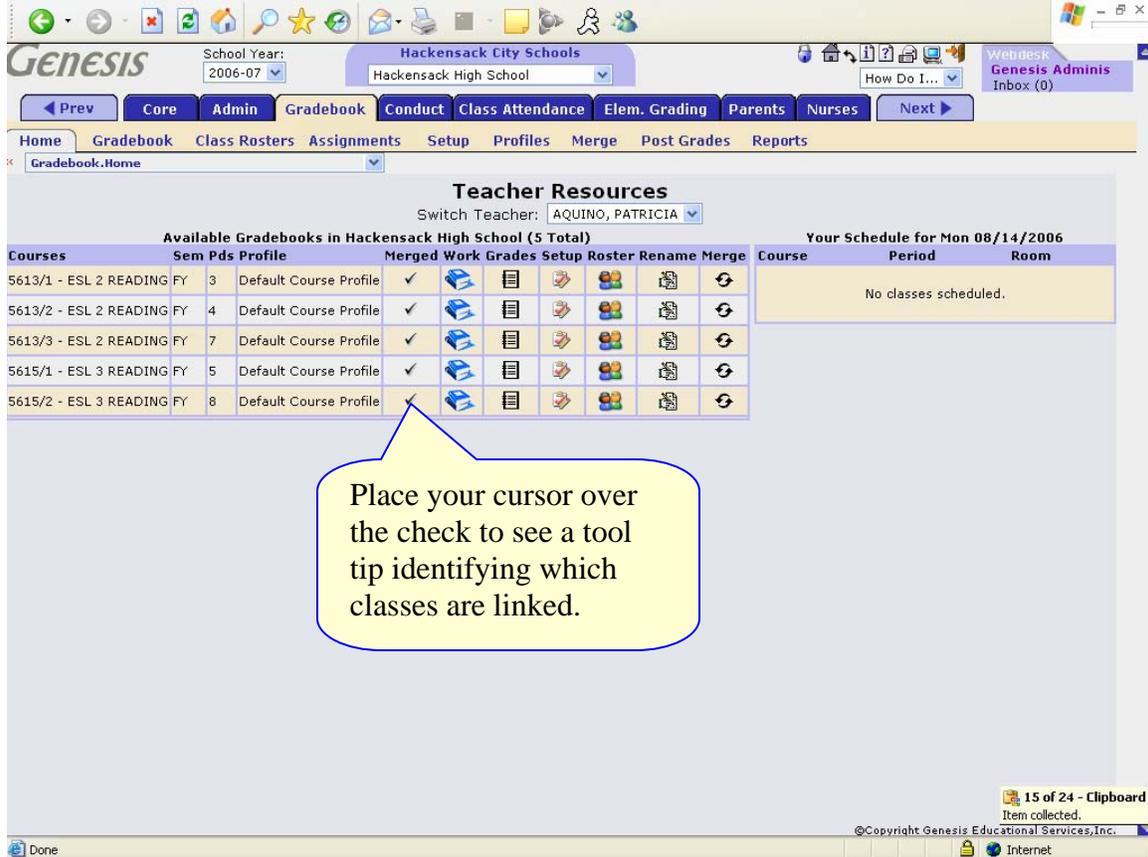
If the merge is successful, the following confirmation dialog box is displayed:



**Figure 2 – Merge Class Confirmation Dialog**

## II. Identifying Merged Classes

[Gradebook](#)→Home



Place your cursor over the check to see a tool tip identifying which classes are linked.

Figure 3 – Merged classes are identified on the Home screen by a check mark with a tool tip

### Identifying courses that are merged together

On the “Home” screen, courses that are merged have a check mark in the “Merged” column. Place your cursor over a check mark to see which classes are merged with that class.

One the “Merge” screen, the currently selected ‘base’ class is displayed at the top of the screen. The list below contains all your other classes. Courses that are merged with the ‘base’ class are shown with a “Break Merge” icon at the far left and a check mark in the “Merged with Current Course” column.

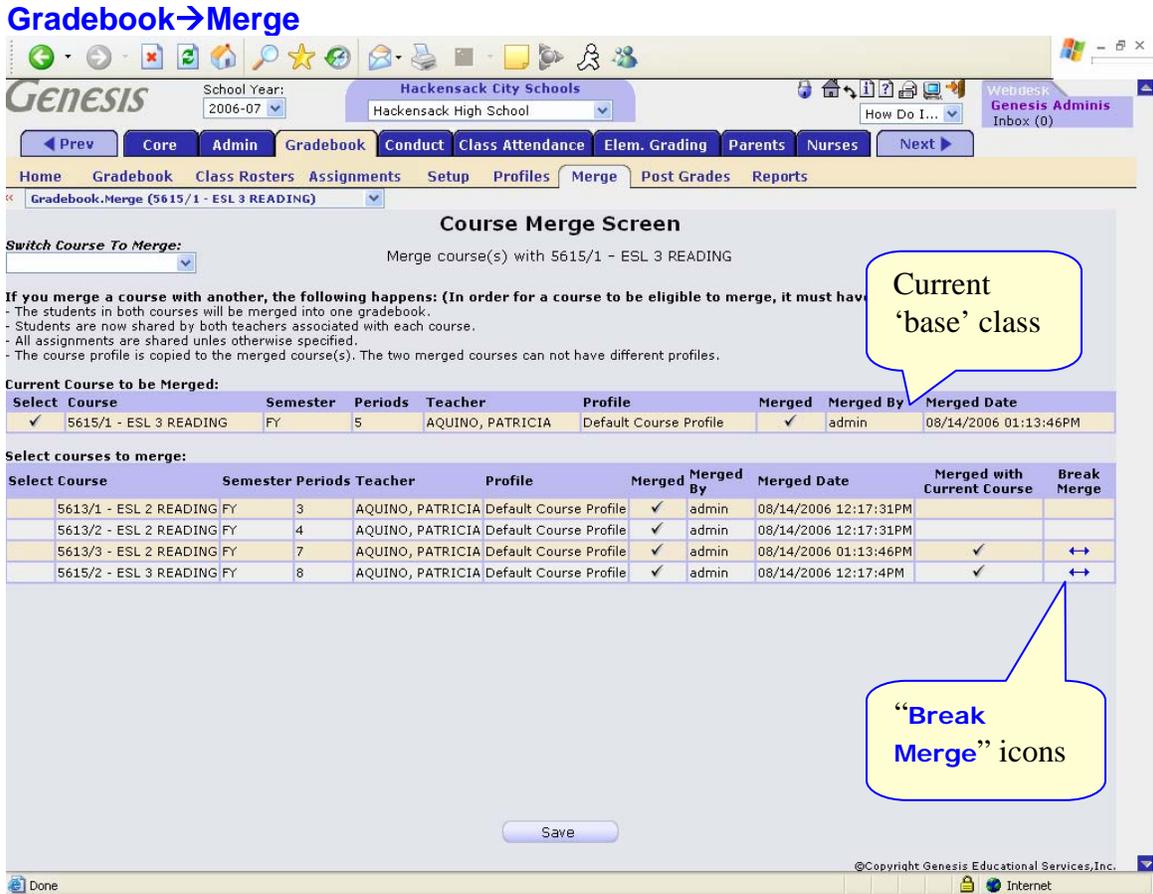


Figure 4 – Classes that are merged with the selected ‘base’ class are identified with a check mark and a “Break Merge” icon

**Multiply Merged Courses**

More than two courses may be merged into a single roster. If three or more courses are merged together, when one of the merged courses is selected as the ‘base’ course on the “Merge” screen, “Break Merge” icons will appear for all of the other merged course sections. See Figure 4 above.

### III. Breaking a Merge

#### Gradebook→Merge

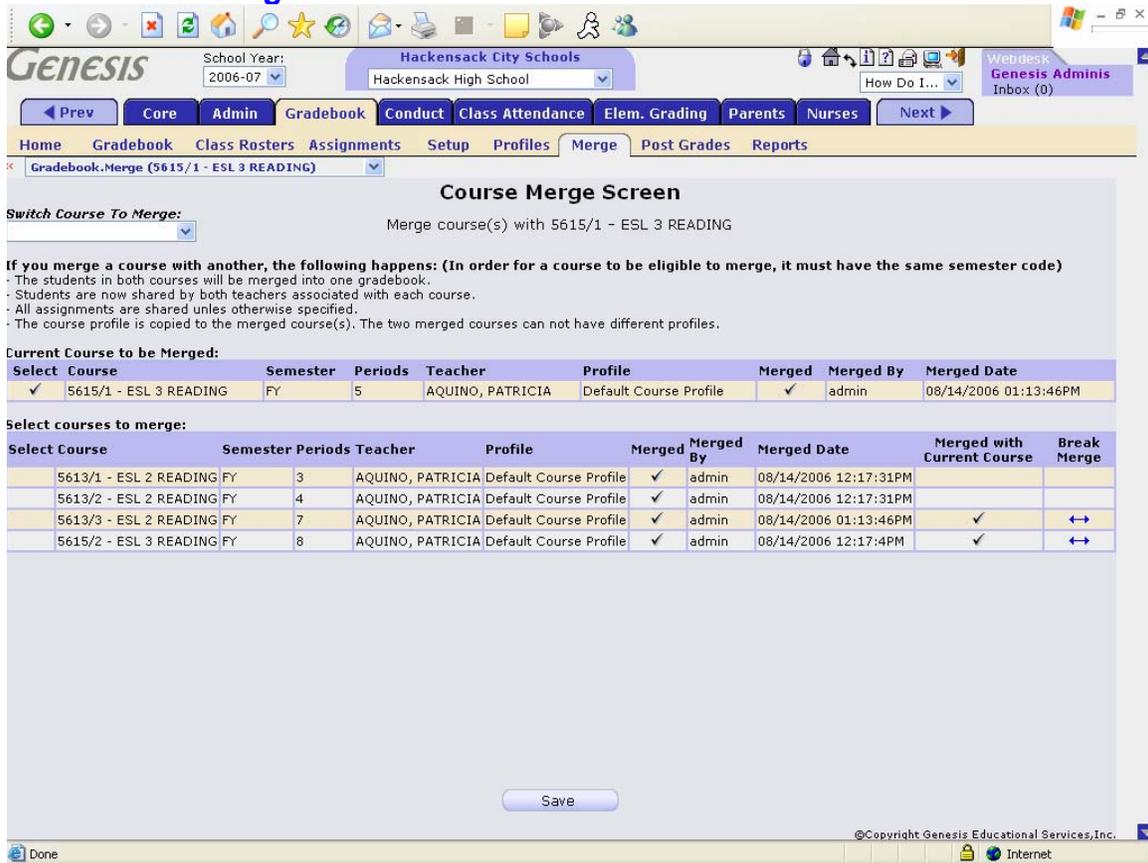


Figure 5 – Merged Course Sections maybe broken apart if there are no Assignments

#### Breaking Merged Classes Apart

Merged course sections may be split apart if the merged course has no Assignments.

To split a merged roster, go to the Gradebook→Merge screen and do the following:

1. Select one of the merged course sections as the ‘base’ or currently selected course section. This causes all the linked course sections to be identified.
2. Click on the “**Break Merge**” icon to break the corresponding course section out of the merged class. If multiple course sections have been merged into one, you can only break out one course section at a time.
3. You will either be shown a confirmation dialog indicating the “**Break Merge**” operation was successful, or you will be shown an “error” dialog indicating why the **Break Merge** failed.



**Figure 6 – Break Merge Confirmation Dialog**



**Figure 7 – Break Merge failure dialog indicating that the combined course had Assignments so the Break Merge could not proceed.**