## DIGITAL **Learning** environment

## MERGING COURSE SECTIONS IN ORCA

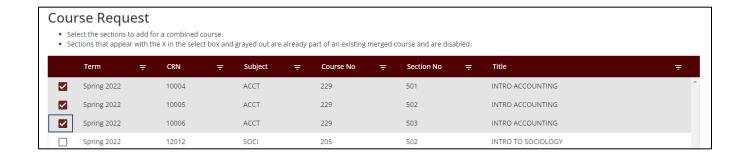
Instructors can merge course sections using ORCA to create the merged course that will appear in Canvas.

Course Instructors of Record can use ORCA to merge sections by the deadline identified on the <a href="Course Availability in Canvas table">Course Availability in Canvas table</a>. After this deadline, course merge requests will need to be sent to the <a href="LMS support">LMS support</a>. Courses will not be merged past the absolute course merge end date due to the possible loss of student interactions. To merge a course:

- 1. Log in to **ORCA** with your TAMU NetID and Password.
- 2. Click Semester Courses.
- 3. Click **Request Combined Course**. A list of your current semester courses will appear under Course Request.



- 4. Select the checkbox for all the sections to create the merged course then select **Next**.
  - a. Courses can be selected for the same Subject and Course Number or across Subjects if needed.





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- 5. On the **Request Confirmation** page, the selected sections will appear.
  - a. The **Title** field will fill in with the title of the first course selected by default. Change the title to the title of the newly created merged course.
  - **b. Note:** The merged course may appear right away but may not have the course template applied. Wait a few minutes, refresh the course, and it will appear.

Title: 22 SPRING ACCT 229 501: INTRO ACCOUNTING	

6. Click **Submit** in the bottom right corner.

To view your Combined Courses in ORCA, select **Semester Courses**, then **View Semester Courses**.F