The **Merge Course Rosters** form allows you to combine multiple section rosters into one D2L course.

**Show Video Walkthrough**

**To Merge Rosters (Classlists)**

1. Sign in to your D2L course and click the **VTAC Support** link in the navbar.
2. In the **Self-Service** column under the **Course Design** heading, click **Merge Course Rosters** to open the form.

![Screenshot of VTAC Support menu](image)

3. In the new window that opens, the first panel will show all your courses; the course and term you are in are highlighted in **blue**.

![Screenshot of Select a Primary Course interface](image)

4. The second panel will show you all the secondary courses that are available to merge with that primary course. Click all sections that you want to be combined.

**NOTE:** This process is difficult to reverse so make sure you are choosing the correct sections. If unsure contact LSC-Online staff through VTAC.
5. The third panel shows you a summary of what you have chosen - which secondary courses will be merged into the primary course.
   - When the merge is performed, the secondary courses are deleted, and any content and student data in them is lost.
   - If you have any doubts, stop now and look at the email and tools of the secondary course(s).

6. Click the **Merge Rosters** button at the bottom right of the screen to merge your rosters.

   Processing should only take a few moments but wait until you see an alert message that says the process is complete.

7. Close the alert.