

## ReggieNet Course Combination Request

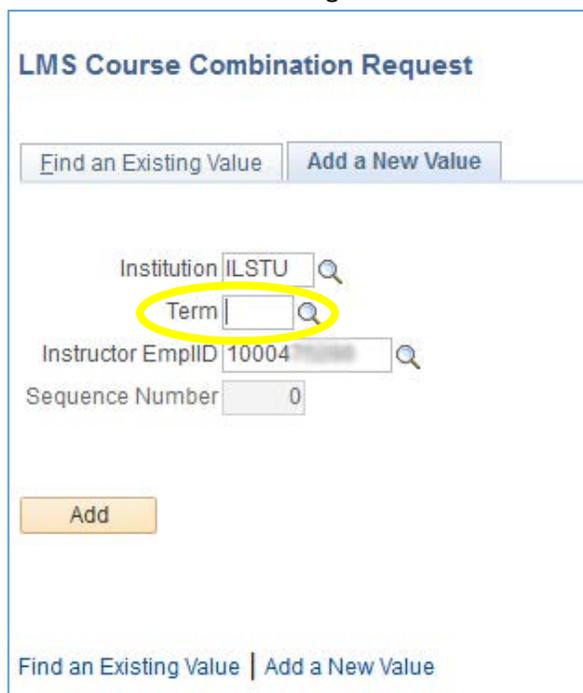
To combine two or more sections of a course into one 'combined' course, you need to submit a course combination request. When your request is approved, students from all course sections are merged and the content for the course should be housed only in the combined course site rather than duplicated for multiple sections.

- Course combination requests will be submitted through the [PeopleSoft interface](#).
- Once your request is submitted, the Registrar's office approves or denies the request.
- Once approved, the ReggieNet system creates the new 'combined' course shell, generates a unique name, and loads all students and instructor into the new course.
- Instructor uses 'combined' course like any other ReggieNet course.
- At semester end, grades for students in each section can be passed from the 'combined' course to the grade reporting system in Faculty Center.

**Warning:** Once a new 'combined' course is created, students from all sections are merged together in one roster for the 'combined' course. This may affect how you use Gradebook, e-mails and other course site activities. Most instructors enter the original section information in Gradebook and/or choose to create groups in their new 'combined' course based on the course sections that were combined. Additionally, since the grade submission process will be tied to the new combined course, we strongly recommend against using the Gradebook function of the original sections.

### Step-by-step instructions for requesting a combined course for ReggieNet

1. Open a browser, go to [My.ilstu.edu](http://My.ilstu.edu), and log in with your ULID and password. Click on the **Academics** tab; the link for requesting a course combination is located under "**Teaching**".
2. You should see the following screen:



**LMS Course Combination Request**

Find an Existing Value | Add a New Value

Institution | ILSTU | 🔍

**Term** | | 🔍

Instructor EmpID | 10004 | 🔍

Sequence Number | 0

Add

Find an Existing Value | Add a New Value

Click on the magnifying glass icon next to the **Term** box

Look Up Term

Academic Institution: ILSTU

Term: begins with

Description: begins with

Buttons: Look Up, Clear, Cancel, Basic Lookup

Search Results

View 100 First 1-4 of 4 Last

Term	Description
2188	Summer Semester 2018
2192	Fall Semester 2018
2195	Spring Semester 2019
2198	Summer Semester 2019

Click on the correct term. The term number (e.g. 2192 for Fall 2018) will now be entered in the term box. Click the **Add** button.

3. The following screen will appear:

Create Course Combinations for LMS

Institution: ILSTU Illinois State University

Instructor EmpID: 10004 Charles Bristow

Requester Emp ID: 10004 Charles Bristow

Course Combo ID: CMB-ILSTU-2192-1000478980-0-X

Course Combo Title:

Term: 2192 Fall Semester 2018

Sequence Number: 0

Request Datetime:

Request Status: In Progress

Course not Showing?  
If your course is not displaying, you probably have not been added as the instructor of record. Please contact your department to resolve this issue.

Select Subordinate Course Sections For Course Combo

	Class Nbr	ISU Instructor role	Subject	Catalog Nbr	Class Section	Class Description	Session	SAIP ID	Course ID	Crs Offer Nbr
<input type="checkbox"/>	1 7050	PRIMARY	MQM	385	008	ORGANIZATIONAL STRAT	Regular Academic Session		007644	1
<input type="checkbox"/>	2 7046	PRIMARY	MQM	385	012	ORGANIZATIONAL STRAT	Regular Academic Session		007644	1
<input type="checkbox"/>	3 7220	PRIMARY	MQM	426A13	001	NEW VENTURE CREATION	Regular Academic Session		007664	1

Instructor Request Note:

Approver Note:

Approver Name:

Approve/Deny Dttm:

Ready to submit your request?

- 1 - You must click "Save/Review"
- 2 - Click the "Submit" Button to Send Request to Office of Scheduling for review
- 3 - You will get a popup message that states an email message has been sent to the office of Scheduling. You will not get an email regarding your request until the Office of Scheduling either approves or denies the request.

Buttons: Save / Review, Submit Button, Return To Search

Select the courses that you wish to combine by clicking the appropriate checkboxes.

4. You can provide a rationale for your request in the box labeled "Instructor Request Note". This is not generally needed for simply combining 2 sections of the same course.

5. Click on the **Save/Review** button; then click the **Submit Button**. This will complete your request. You should get a pop-up message indicating that an email has been sent to the Registrar's office.

As noted in the introduction to this document, the Registrar's office will then approve the request. You will receive an email notice that the request has been either approved or denied. Once approved, the course site should be created in ReggieNet within the next 12 hours.