

Merging subject sites

The Merge functionality allows cohorts from other subject sites to be merged with the cohort of the Parent site.

For example:

If you have three cohorts of students that are completing the same subject you may wish to merge the subject sites. You may have a Wagga distance (WD), an internal cohort on Bathurst (BI) and an offering on the Albury campus (AI). The parent site could become the WD site.

This help document will cover:

- ✓ Important information before you commence the merge
- ✓ How to merge subject sites
- ✓ Things to note

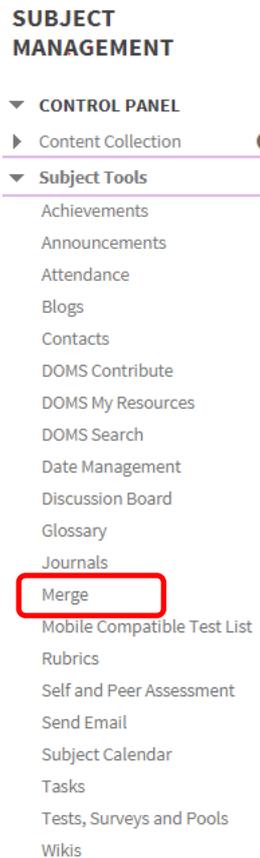
IMPORTANT INFORMATION BEFORE YOU COMMENCE THE MERGE

- ✓ It is not possible to merge cohorts of organisations.
- ✓ The subject co-ordinator/instructor will have the permissions to merge cohorts of a subject offering. You must be the subject co-ordinator/instructor for each site to be merged.
- ✓ The subject outline of each site involved in the merge needs to be published before the merge can be undertaken.
- ✓ Merge functionality will only allow offerings to be merged if they:
 - are in the same session
 - have the same assessment attributes (same number of assessments, same title, value, due date).
- ✓ The merge process requires an exact match in Grade Centre columns between the subject offerings. Refer to the help document [Interact 2: Resolving Grade Centre errors when attempting to merge sites](#).
- ✓ A merge of cohorts is immediate.
- ✓ You can unmerge subject sites.

How to merge subject sites

To merge two or more subject sites follow these steps:

1. Determine the **Parent site**. This is the site where all your content will reside.
2. Open the **Parent site** in Interact2.
3. In the **Control Panel** (lower left of screen), click on **Subject Tools** and then **Merge**.



The first Merge screen will show you the Parent site (the subject you are currently logged into).

Merge

Merge Status

S-ACC311_201660_D_I: Strategic and Sustainable Accounting
No child courses.

Merge

Click Merge

- The Course Search screen lists all current session courses that you are a subject coordinator/instructor in.

Ensure that you click in the Limit to my Courses check box.

Merge

Course Search

Search Limit to My Courses

Displaying 1 to 2 of 2 items

- S-ACC311_201660_D_I: Strategic and Sustainable Accounting Unavailable for merge: Current course.
- S-ACC311_201660_PT_I: Strategic and Sustainable Accounting

Select the **checkbox** next to the subjects/cohorts that will become the Child site/s.

Merge

Course Search

Search Limit to My Courses

Displaying 1 to 2 of 2 items

- S-ACC311_201660_D_I: Strategic and Sustainable Accounting Unavailable for merge: Current course.
- S-ACC311_201660_PT_I: Strategic and Sustainable Accounting

Displaying 1 to 2 of 2 items

Click on Continue to proceed to the Confirm merge page and review your merge selection.

- If you are unable to merge for any reason you will receive an error message and have the opportunity to revise your selection or cancel the process and investigate the reasons for the error.

Confirm Merge

Please review your merge selection.
Click 'Back' to revise your selection or 'Cancel' to terminate this process.
To confirm your selection click 'Finish'.

Merge preview

S-ACC311_201660_D_I: Strategic and Sustainable Accounting

+ S-ACC311_201660_PT_I: Strategic and Sustainable Accounting

Error:
Parent Course and Child Course have different assessment items in the Grade Centre. This indicates the Subject Outlines have different assessment items provisioned, or assessments have been manually added or modified.
Assessment item "Assignment 1" has the following fields with different values:
Points Possible

Error: You are unable to merge the selected course(s). Review the error message(s) and click back to change your selection.

5. On the confirmation page, when ready, click **Finish**. Your subjects will be merged immediately.

Merge

Confirm Merge

Please review your merge selection.
Click 'Back' to revise your selection or 'Cancel' to terminate this process.
To confirm your selection click 'Finish'.

Merge preview

S-ACC311_201660_D_I: Strategic and Sustainable Accounting

+ S-ACC311_201660_PT_I: Strategic and Sustainable Accounting

You should now see the **Merge Status** page (this may take a few minutes and you may need to refresh the screen)

Merge

Merge Status

S-ACC311_201660_D_I: Strategic and Sustainable Accounting

⬇ S-ACC311_201660_PT_I: Strategic and Sustainable Accounting

THINGS TO NOTE

- ✓ Merging sites basically 'copies' the enrolments from the Child site to the Parent site. The cohort is then taught from the Parent site.

▼ 201660

Courses where you are: Instructor

S-ACC311_201660_D_I: Strategic and Sustainable Accounting

S-ACC311_201660_PT_I: Strategic and Sustainable Accounting (unavailable - Child course of S-ACC311_201660_D_I: Strategic and Sustainable Accounting)

Interact2 Help and Support

- Any content in the Child site is then not accessible to the Parent site and the Child site is not used. Once merged, if you open the child site, the following notification appears:



- After a merge, the offering that each student belongs to will be clearly identified and this will be visible in both the Grade Centre (right) and the user listing of the Parent site (below).

Availability	Child Course ID
Available	S-ACC311_201660

Username	First Name	Last Name	Email	Role	Observer	Available	Child Course ID
						Yes	S-ACC311_201660_PT_I
						Yes	S-ACC311_201660_PT_I
						Yes	S-ACC311_201660_PT_I
						Yes	S-ACC311_201660_PT_I
						Yes	
						Yes	S-ACC311_201660_PT_I

- After a merge has taken place, individual students will still link to their correct EASTS, Evaluation and Subject Outline. These will be displayed based on the cohort of the student.

Subject Outline

Select the Subject Outline to view:
[Strategic and Sustainable Accounting \(S-ACC311_201660_D_I\)](#)
[Strategic and Sustainable Accounting \(S-ACC311_201660_PT_I\)](#)