

## ReggieNet Course Combination Request

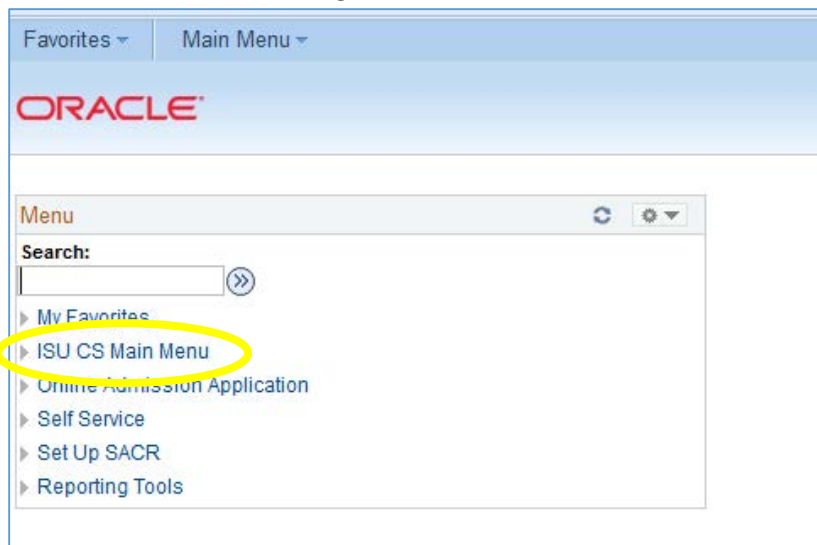
To combine two or more sections of a course into one 'combined' course, you need to submit a course combination request. When your request is granted, students from all course sections are merged and the content for the course is housed only in the combined course site rather than duplicated for multiple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

**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 with the new combined course, we recommend against using the Gradebook function of original sections.

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

1. Open a browser, and go to the address <http://sis.illinoisstate.edu>. Sign in with your ULID and password.
2. You should see the following screen:



Click on **ISU CS Main Menu**



Click on **LMS Course Combo Request**

3. The next screen will appear

The image shows the 'LMS Course Combination Request' search screen. At the top, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this, there are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is circled in yellow. Underneath the tabs is a 'Search Criteria' section with several search fields: 'Institution:' (dropdown: 'begins with', text: 'ILSTU'), 'Term:' (dropdown: 'begins with', text: ''), 'Instructor EmpID:' (dropdown: 'begins with', text: '10004'), 'Sequence Number:' (dropdown: '=', text: ''), 'Course Combo ID:' (dropdown: 'begins with', text: ''), and 'Combined Crs Approval Status:' (dropdown: '=', text: ''). There is also a 'Case Sensitive' checkbox. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. At the very bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Click on the **Add a New Value** tab

The image shows the 'LMS Course Combination Request' screen with the 'Add a New Value' tab selected. The search criteria fields are: 'Institution:' (text: 'ILSTU'), 'Term:' (text: ''), 'Instructor EmpID:' (text: '10004'), and 'Sequence Number:' (text: '0'). There is an 'Add' button at the bottom. At the very bottom, there are links for 'Find an Existing Value' and 'Add a New Value'. The magnifying glass icon next to the 'Term:' input field is circled in yellow.

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

Look Up Term

Academic Institution: ILSTU

Term: begins with

Description: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-163 of 163 Last

Term	Description
1712	Fall Semester 1970
1715	Spring Semester 1971
1717	Pre-Summer Semester 1971
1718	Summer Semester 1971
1722	Fall Semester 1971
1725	Spring Semester 1972

Scroll down and click on the correct term. The term number (2165 for Spring 2016) will now be entered in the term box. Click the **Add** button.

4. The following screen will appear:

Create Course Combinations for LMS

Institution: ILSTU Illinois State University

Instructor EmplID: 10004 Jim Gee

Requester Empl ID: 10004 Jim Gee

Course Combo ID: CMB-ILSTU-2165-1000413291-0-X

Course Combo Title:

Requester Note:

Approver Name:

Approve/Deny Dttm:

Approver Note:

Term: 2165 Spring Semester 2016

Sequence Number: 0

Request Datetime:

Request Status: In Progress

Save For Later

Submit Button

Return To Search

Select Subordinate Course Sections For Course Combo

Personalize Find First 1 of 1 Last

*Class Nbr	Subject	Catalog Nbr	Class Section	Class Description	Session	SAIP ID	Course ID	Crs Offer Nbr
1	<input type="text"/>							

Add

You now need to add the courses that you wish to combine. In the section at the bottom labeled "Select Subordinate Course Sections For Course Combo", click on the magnifying glass icon in the first line of the table.

Look Up Class Nbr

Academic Institution: ILSTU  
 Term: 2165  
 Instructor EmplID: 10004  
 Class Nbr: =   
 Subject Area: begins with   
 Catalog Nbr: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-5 of 5 Last

Class Nbr	Subject Area	Catalog Nbr	Class Section	Description	Session	Course Component
3108	SOC	108	001	Contempor Soc Probs	Regular Lecture	
3559	SOC	362	001	Population	Regular Lecture	
3918	SOC	291	014	Under Tchg Exp Soa	Regular Dir Rsrch	
7142	SOC	108	002	Contempor Soc Probs	Regular Lecture	
7187	SOC	398A02	013	Pp:Sociological Rsch	Regular Prof Prac	

Click on the first course/section you wish to combine (in this example, SOC 108 001)

Select Subordinate Course Sections For Course Combo Personalize Find First 1 of 1 Last

*Class Nbr	Subject	Catalog Nbr	Class Section	Class Description	Session	SAIP ID	Course ID	Crs Offer Nbr
1 3108	SOC	108	001	Contempor Soc Probs	Regular Academic Session	003699-01-2165-1-001-03108	003699	1

Click on the + icon at the right end of the first line of the table. You will see your course list again.

Click on the second course/section you wish to combine (in this example, SOC 108 002)

Repeat the previous two actions if necessary for any more courses/sections.

5. The screen will now look like this:

Create Course Combinations for LMS

Institution: ILSTU Illinois State University  
 Term: 2165 Spring Semester 2016  
 Instructor EmplID: 10004 Jim Gee  
 Sequence Number: 0  
 Requester Empl ID: 10004 Jim Gee  
 Request Datetime:  
 Request Status: In Progress  
 Course Combo ID: CMB-ILSTU-2165-1000413291-0-X  
 Course Combo Title:  
 Requester Note:   
 Approver Name:  
 Approve/Deny Dttm:  
 Approver Note:

Save For Later  
 Submit Button  
 Return To Search

Select Subordinate Course Sections For Course Combo Personalize Find First 1-2 of 2 Last

*Class Nbr	Subject	Catalog Nbr	Class Section	Class Description	Session	SAIP ID	Course ID	Crs Offer Nbr
1 3108	SOC	108	001	Contempor Soc Probs	Regular Academic Session	003699-01-2165-1-001-03108	003699	1
2 7142	SOC	108	002	Contempor Soc Probs	Regular Academic Session	003699-01-2165-1-002-07142	003699	1

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

Click on the **Submit** button. This will complete your request.

As noted in the introduction to this document, the Registrar's office will then approve the request.