ISRS-Brightspace Courses - Instructor Self-Service (KA #2348)

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Audience: Instructor

**How do I use the remove my course from Brightspace? How do I merge course sections?**

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# **Overview**

The instructor self-service tool offers a way for instructors to manage the courses sent to Brightspace from ISRS. This tool is being implemented during Spring 2022 as part of the [ISRS-Brightspace integration change](https://mnscu.sharepoint.com/sites/D2Lsupport/instructor/2326.docx?web=1). If you do not have access to the tool, your school may not be fully configured yet.

# **Course Removal/Recovery**

## **Remove a course from Brightspace**

If there is an ISRS course section that is not needed in Brightspace, you can choose to remove it using the self-service [Brightspace Courses tool](https://apps.powerapps.com/play/1c72280c-24e3-4c76-9a61-9f377acd4beb?tenantId=5011c7c6-0ab4-46ab-9ef4-fae74a921a7f&source=iframe&orgId=).

1. *Click* on **My Courses**.

2. *Select* the **checkbox** for each course section.
3. *Click* **Remove from D2L**.

4. *Confirm* that you want to delete the course by *typing* **delete** in the confirmation text field.
5. *Click* **Remove from D2L**.
**Note:** This will remove the course from Brightspace.

6. The removal request has been submitted. An email will be sent when the request has been processed.

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## **Restoring a Deleted Course**

When a course has been removed per the steps above, it will display in the section search area with a status of ‘Removed’:


To restore a course, follow the steps below.

1. *Click* on the **right chevron** to see more details about the course section

2. *Click* on the delete request **icon**.

3. *Click* **Recover This Course**.

4. An email will be sent when the request has been processed.

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# **Course Merging Actions**

## **Combine multiple sections together**

All course merge requests (combining multiple course sections together) should be requested through the self-service [Brightspace Courses tool](https://apps.powerapps.com/play/1c72280c-24e3-4c76-9a61-9f377acd4beb?tenantId=5011c7c6-0ab4-46ab-9ef4-fae74a921a7f&source=iframe&orgId=).

1. *Click* on **My Courses**.

2. *Select* the **checkbox** for each course section.
3. *Click* **Combine**.

4. *Confirm* the merged course details.
**Note:** The section listed first is the ‘base’ course. Any course materials in the base course will be copied automatically into the new, merged course. *Click* the **pin** icon to adjust.

5. *Type* the word **merge** into the confirmation field, and *click* **Merge.**
6. The merge request has been submitted. An email will be sent when the request has been processed.

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## **Remove a section from a merged course**

1. *Locate* the course section in the **Brightspace Courses** tool.
2. *Click* the **right chevron** to view the course section details.

3. *Click* on the **See** **merge request** icon.

4. *Click* on the **Parent Course** icon.

5. *Select* the **checkbox** next to the section to remove.
6. *Type* **remove** in the confirmation text field.
7. *Click* **Remove 1 section from course**.

8. The removal request has been submitted. An email will be sent when the request has been processed.

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## **Add a section to a previously merged course**

1. Find the course section and *select* the **checkbox**.
2. *Click* **Add to Existing**.

3. *Select* the **checkbox** for the existing merged course you want to use.
4. *Type* **merge** into the confirmation text field.

5. *Click* **Merge**.
6. The merge request has been submitted. An email will be sent when the request has been processed.

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## **Double Mapping**

When you need to map a single course section’s enrollments to multiple course offerings (such as a lab and lecture scenario), you will need to contact your local D2L Brightspace support team.

**Note:** This scenario is rare.

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# Get help with D2L Brightspace

We are here to help! You may reach us – the Minnesota State **Learning Technologies**team – by submitting a request from the [Contact Us](https://mnscu.sharepoint.com/sites/D2Lsupport/SitePages/Contact%20Us.aspx) page from the **D2L Support** site, or from the **Request Help** widget when you’re logged in to D2L Brightspace (learn more in the instructor article #1887 [Request Help widget](https://mnscu.sharepoint.com/sites/D2Lsupport/instructor/1887.docx?web=1)).

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