Synchronizing the Roster

From the ANGEL 7.4 Instructor Reference Manual

In ANGEL 7.4, the system allows instructors of record for courses to combine the rosters of multiple courses and manage them as one course. These courses are treated as one course by the system (even if they likely have different course codes and/or sections), and Student Information System integration will keep the unified course synchronized with any course enrollment add/drop activity.

The following use cases identify where the course roster synchronization functionality will be the most useful:

1. **One Course/Multiple Sections.** In some courses, many sections of the same course are taught at various times by the same instructor. These courses can be combined using roster synchronization so that the instructor has to manage only one set of content, Gradebooks, and so on.

2. **Same ANGEL Course/Multiple Course Codes/Sections.** If a course is cross-listed, it might have different course code/section numbers for each of the cross-listings, even though the course is taught at one time and in one physical location. These courses can be combined to mirror the actual course and can be managed as a single unit.

3. **Combined Course/Lab Sections.** In courses in which there are lab sections associated with various courses or course codes, or where one lecture equates to several lab sections, the course and labs can be combined and managed centrally, with teams for each lab section, using roster synchronization.

To use Roster Synchronization, follow these steps:

1. **Add Roster.** Click the Add Roster link to select rosters to synchronize.
   
   A. **Select Courses.** Click the check box to select course rosters.
B. **Create Teams.** Creates a team based on each course's roster (Uses naming scheme `CourseCode-Section`) and adds corresponding students to that team. This feature helps the instructor address specific groups of students when necessary.

C. **Disable Synchronized Courses.** (Suggested) Source courses are disabled. Students do not see both the original course section and the synchronized course; only the synchronized course appears in their course list.

2. **Results.** Rosters synchronized into this course will display in the table below.