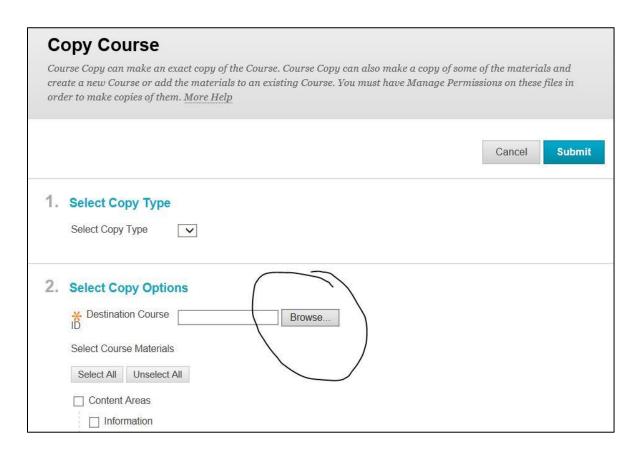




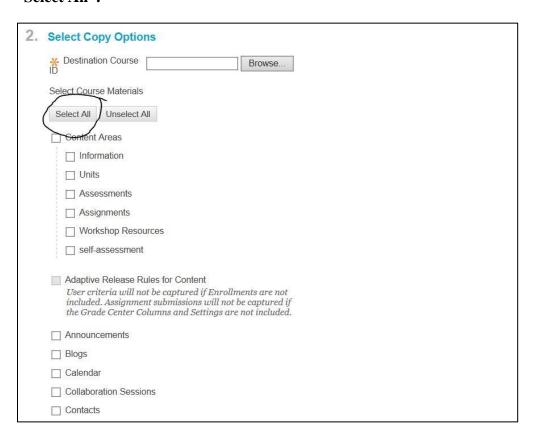
## **How to Copy a Course**

Faculty now have the option to copy their course themselves after the shell is created. We want our faculty to have greater control over their own intellectual property and over their course content. We also want you to be able to work on your class as soon as it is populated.

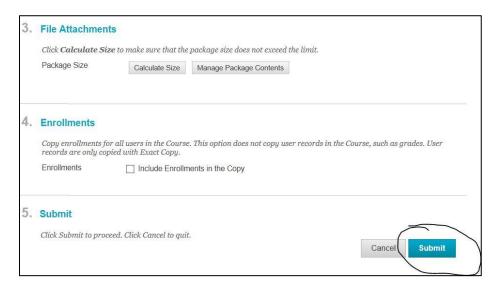
So go to the course you want to copy. Under Control Panel, expand the Packages and Utilities section and click "Course Copy". Click on "Browse" and choose your class listed. You will only be able to see the courses you will be teaching the next semester.



Next, click on "Select All" or choose the options you would like to copy. When in doubt, "Select All".



## Finally, collect "Submit".



That's it. Any questions, please contact Joseph Coates at jcoates@ccsj.edu.