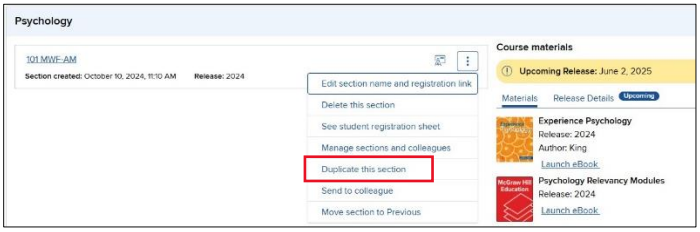
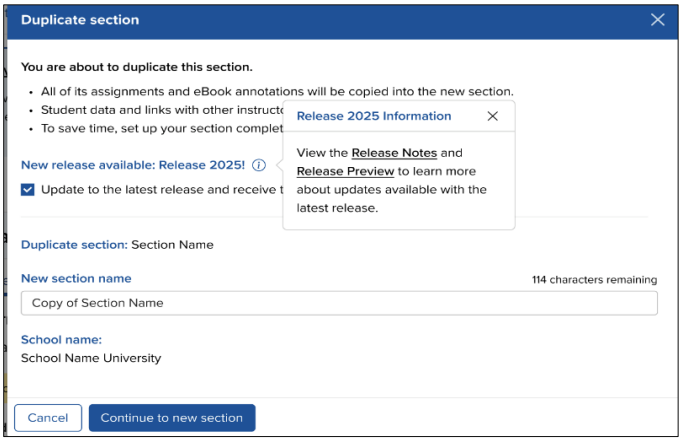
Reuse Your Connect Course For a New Term

Video Walkthrough: CLICK TO VIEW

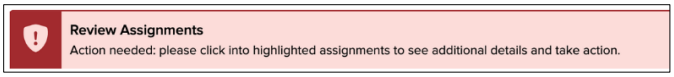
To make an exact copy of a course go to section options and select **Duplicate Section**.



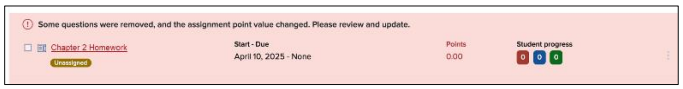
You'll be notified if a new release is available - to learn more about the updates, click the information icon to access the Release Notes and Release Preview. Leave the box checked to receive the latest content, including important accessibility updates for your course. Rename the section appropriately, perhaps including the specific term you will be using it for. Click **Continue to new section**.



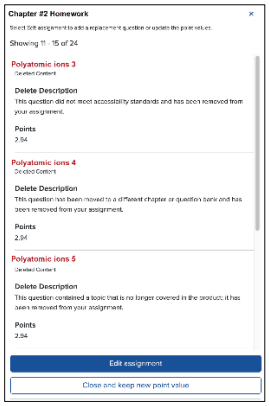
This will take you to your new section dashboard for the duplicated course. Give it some time to allow everything to copy over and refresh your page. If your course has been updated with an Evergreen release, there may be assignments that need attention. Assignments that need review will be highlighted on your assignments page.



Click on the assignment title to learn more about questions that need to be deleted from your assignments and why.



Choose **edit assignment** to adjust your assignment point totals or add replacement questions to your assignment. Select **close and keep new point value** to accept the changes and new assignment point value.



Next, update your due dates to reflect the new term by clicking on the Assignments tab to select the appropriate assignment. The assignment can also be selected from the Assignment Overview widget on the dashboard. Select the assignments and click on the options dropdown from the three dots on the right corner and select **Manage Dates**. You can also adjust individual due dates by clicking **individually** in the top right-hand corner. Be sure to check your assignment point values, and policy settings as well. Click **Save**.

Next check that your registration dates are correct in your new section for the upcoming term. Click on the course options menu and select **Set registration dates**.

The first page will allow you to select a start and end date for all sections in that course. Or you can select specific sections, if you want to stagger those out according to the section. Click **Apply** when finished.