NOTE: Depending upon the Sherpath collection you are using, the modules will be arranged either by topics or by book chapters.

Copying an Existing Course

1. To get started, click on the link to Sherpath within your course.

2. The welcome screen displays with two options: Create a new course or Copy an existing course.

NOTE: If this is the first time you are using a particular Sherpath collection, Create a new course will be the only option.

![Welcome Screen]

3. Click the radio button next to Copy an existing course.
4. Then, click the dropdown box under **Select a course to copy**, and choose a course from your list.

**NOTE:** The course you are copying from must be the same term length as the one you are creating.

5. **OPTIONAL:** The box beside **Lock this course** may be selected to prevent other instructors from adding or removing content.

   If selected, all instructors using this course will not be able to add or remove assignments, quizzes, or resources. Instructors will still be able to change the due dates of assignments.
6. Next, click the calendar icon in the date box under **When does your copied course start?**, and select your start date from the calendar or type the date into the text box.

7. Next, click on the day of the week for your course weeks to start.

Course resources will be automatically distributed throughout the duration of your course. You may customize its organization at any time.
8. Then, click **COPY COURSE**.

9. A Course Setup window will pop up, restating the dates and asking if they are correct.

10. Click **SUBMIT** to confirm.
11. The Home page of Sherpath opens. Click **Course Plan** from the menu on the left.

12. The Course Plan page opens. Click **Expand all weeks** at the top of the page.
13. The course modules will appear beneath each week.

**NOTE:** Visibility and due dates in the newly created course are relative to the first week’s start day. Any changes to the start day of the week will result in visibility and due date changes.