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.

3. Click the radio button next to Copy an existing course.

Welcome!
In order to get started, please choose from one of the following options.

1. Create a new course 2. Copy an existing course

Welcome!
In order to get started, please choose from one of the following options.

3. Create a new course 3. Copy an existing course
4. Then, click the dropdown box under **Select a course to copy**.
5. Click on the course you wish to copy.

**NOTE:** The course you are copying from must be the same term length as the one you are creating.
6. Next, click the calendar icon in the date box under **When does your copied course start?**

7. Select your start date from the calendar or type the date into the text box.

8. Then, click the **COPY COURSE** button.
9. A Course Setup window will pop up, restating the dates and asking if they are correct.

10. Click **SUBMIT** to confirm.

11. The Course Plan page appears. You have copied your course!

END OF GUIDE