Duplicate Course

1. Navigate to the "My Courses" tab to view Current Courses (as seen below).

2. From the list of courses, find the desired course and click the "Duplicate button".
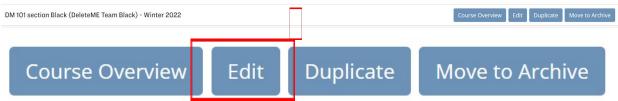

Note: When a course is duplicated it will automatically be labeled for the next semester and all content will be duplicated.

Edit a Course Name/Year

1. Navigate to "My Courses" tab to view Current Courses (as seen below).

2. From the list of courses find the desired course, and click the Edit button.

After selecting the Edit button, the window should appear as seen below.

Edit Course

Course Name	DeleteME Team Black
Course Code	DM 101 section Black
Semester	○ Fall ◉ Winter ○ Spring ○ Summer
Year	2022
Default Minimum Team Size	1
Default Maximum Team Size	10

Save   Cancel

3. Click on the field "Course Name", to edit the course year.

4. Click on the field "Course Year", to edit course year.

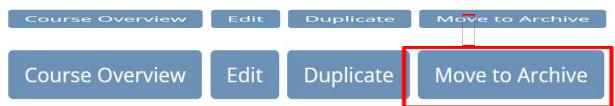Note: The "Default Minimum Team Size" and "Default Maximum Team Size" fields may be edited.

5. Select "Save" at the bottom of the pop-up window.

Archive Course

1. Navigate to the "My Courses" tab (as seen below).

2. From the list of courses find the desired course and click "Move to Archive".

This course is now archived and will no longer appear as a current course in the "My Courses" tab. The course will now appear in the "Archived Courses" list, see section "Retrieve Course From Archive" in this instruction manual to view the archived courses.

Retrieve Course From Archive

1. Navigate to "My Courses" tab.

2. At the top right of the list of courses, click the "View Archived Courses" button.

It will take you to the list of archived courses, as shown below.

3. From the list of courses find the desired course and click the "Move to Current" button.

Course Overview   Edit   Duplicate   Move to Archive

Course Overview   Duplicate   Move to Current

Note: The course should now show up in the "Current Courses" list under the "My Courses" tab.