Duplicate Course

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

My Courses Shared Courses		
My Courses Creating courses allows you to group your students into sections. For each individual section, you can assign teams, view quiz results, and open and close quizzes.		
Current Courses	New Course View Archived Courses	
DM 101 (Delete ME) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Black (DeleteME Team Black) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Blue (DeleteMe Team Blue) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Brown (DeleteME Team Brown) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Green (DeleteME Team Green) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Grey (DeleteMe Team Grey) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section orange (DeleteME Team orange) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Purple (DeleteMe Team Purple) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Red (DeleteME Team Red) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 Section White (DeleteME Team White) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 Section Yellow (DeleteMe Team Yellow) - Winter 2022	Course Overview Edit Duplicate Move to Archive	

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



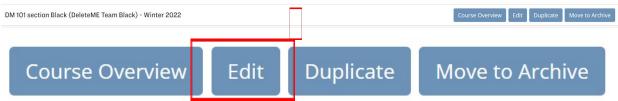
Note: When a course is duplicated it will automatically be labeled for the next semester and all content will be duplicated.

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.

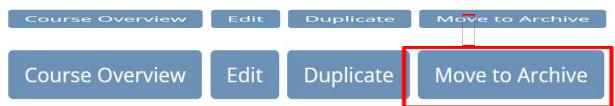
5. Select "Save" at the bottom of the pop-up window.

Archive Course

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

BYU	Team-Based Learning		Joe 🙆 Sign out
	My Courses Shared Courses		
	My Courses Creating courses allows you to group your students into sections. For each individual section, you can assign teams, view quiz n	esults, and open and close quizzes.	
	Current Courses	New Course View Archived Courses	1
	DM 101 (Delete ME) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
	DM 101 section Black (DeleteME Team Black) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
	DM 101 section Blue (DeleteMe Team Blue) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
	DM 101 section Brown (DeleteME Team Brown) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
	DM 101 section Green (DeleteME Team Green) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
	DM 101 section Grey (DeleteMe Team Grey) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
	DM 101 section orange (DeleteME Team orange) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
	DM 101 section Purple (DeleteMe Team Purple) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
	DM 101 section Red (DeleteME Team Red) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
	DM 101 Section White (DeleteME Team White) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
	DM 101 Section Yellow (DeleteMe Team Yellow) - Winter 2022	Course Overview Edit Duplicate Move to Archive	

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.

My Courses Shared Courses		
My Courses Creating courses allows you to group your students into sections. For each individual section, you can assign teams, view quiz results, and open and close quizzes.		
Current Courses	N w Course View Archived Courses	
DM 101 (Delete ME) - Winter 2022	Course Overview	
DM 101 section Black (DeleteME Team Black) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Blue (DeleteMe Team Blue) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Brown (DeleteME Team Brown) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Green (DeleteME Team Green) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Grey (DeleteMe Team Grey) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section orange (DeleteME Team orange) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Purple (DeleteMe Team Purple) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 section Red (DeleteME Team Red) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 Section White (DeleteME Team White) - Winter 2022	Course Overview Edit Duplicate Move to Archive	
DM 101 Section Yellow (DeleteMe Team Yellow) - Winter 2022	Course Overview Edit Duplicate Move to Archive	

BRIGHAM YOUNG UNIVERSITY

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

My Courses Creating courses allows you to group your students into sections. For each individual section, you can assign teams	a view avity souths, and asso and also a avity as
Archived Courses	s, view quiz resuits, and open and close quizzes.
DM 101 (Delete ME) - Spring 2022	Course Overview Duplicate Move to Current
DM 101 section Black (DeleteME Team Black) - Spring 2022	Course Overview Duplicate Move to Current
STDEV 109 (Effective Study and Learning) - Fall 2021	Course Overview Duplicate Move to Current

BRIGHAM YOUNG UNIVERSITY PROVO, UT 84602, USA | 801-422-4636 | 2019 © ALL RIGHTS RESERVED 3. From the list of courses find the desired course and click the "Move to Current" button.



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