

Duplicate Course

1. Navigate to the “My Courses” tab to view Current Courses (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 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

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

DM 101 section Black (DeleteME Team Black) - Winter 2022

Course Overview Edit Duplicate Move to Archive

Course Overview Edit Duplicate Move to Archive

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).

The screenshot shows the BYU Team-Based Learning interface. At the top, there's a dark blue header with the BYU logo and 'Team-Based Learning' text. On the right, it says 'Joe [user icon] Sign out'. Below the header, there are two tabs: 'My Courses' (selected) and 'Shared Courses'. The main content area is titled 'My Courses' and includes a sub-header: '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.' Below this, there's a table of 'Current Courses'. The table has two columns: course names and action buttons. The course names are all 'DM 101' related, with various team colors and 'Winter 2022'. The action buttons are 'Course Overview', 'Edit', 'Duplicate', and 'Move to Archive'. A red box highlights the 'Move to Archive' button for the 'DM 101 Section Yellow' course. At the bottom, there's a dark blue footer with 'BRIGHAM YOUNG UNIVERSITY' text.

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 “Move to Archive”.

This block shows a close-up of the 'Move to Archive' button. It is a blue button with white text. A red box highlights the button, and a red line points to it from the text 'Move to Archive' in the paragraph above.

Course Overview Edit Duplicate Move to Archive

Course Overview Edit Duplicate 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.

The screenshot shows the 'My Courses' page in the BYU Team-Based Learning interface. The page has a dark blue header with the BYU logo and 'Team-Based Learning' text. Below the header, there are tabs for 'My Courses' and 'Shared Courses'. The 'My Courses' tab is active, and the page title is 'My Courses'. A sub-header reads: '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.' Below this, there is a table of 'Current Courses'. The table has two columns: 'Course Name' and 'Actions'. The 'Course Name' column lists various courses, including 'DM 101 (Delete ME) - Winter 2022' and 'DM 101 section Black (DeleteME Team Black) - Winter 2022'. The 'Actions' column contains buttons for 'Course Overview', 'Edit', 'Duplicate', and 'Move to Archive'. A red box highlights the 'View Archived Courses' button in the top right corner of the 'Current Courses' table.

Course Name	Actions
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

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

The screenshot shows the 'Archived Courses' page in the BYU Team-Based Learning interface. The page has a dark blue header with the BYU logo and 'Team-Based Learning' text. Below the header, there are tabs for 'My Courses' and 'Shared Courses'. The 'My Courses' tab is active, and the page title is 'My Courses'. A sub-header reads: '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.' Below this, there is a table of 'Archived Courses'. The table has two columns: 'Course Name' and 'Actions'. The 'Course Name' column lists various courses, including 'DM 101 (Delete ME) - Spring 2022' and 'DM 101 section Black (DeleteME Team Black) - Spring 2022'. The 'Actions' column contains buttons for 'Course Overview', 'Duplicate', and 'Move to Current'. A 'View Current Courses' button is located in the top right corner of the 'Archived Courses' table.

Course Name	Actions
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

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.