

## Create / Copy a Course in the CourseCompass Management System

Once you have taught a course in the CourseCompass system, you can create a copy of the course for a new terms use.

1. Login to the CourseCompass management system.
2. Click the 'Create / Copy Course' button.
3. Select 'Copy a Course'.
4. Select 'Copy one of Your Existing Courses' and from the drop down menu select one of your courses. Click 'Go'.
5. A window opens with the selected components checked that are to be copied. Keep these selected or change them per your needs. Click on 'Continue'.
6. Enter the new course name following this guideline: Term-Course ID-Course Title-Reference#-your name.
7. Enter the course enrollment, start and end dates.
8. Click 'Create Course Now'.
9. A confirmation page is displayed. You'll receive an email from CourseCompass when the course copy is complete.
10. Enter the course and verify that the course was copied as expected.