

Copying Development Classes into Sections in CE6

1. Log in to the portal
 2. Click on the **Faculty Academics** tab
 3. Select **Fall 2008** from the term drop box
 4. Click the red Edit button next to your first class
 - a. Click the radio button next to WebCT
 - b. Click Save Changes
 - c. You will get a warning message – Click OK
 5. Click the class link again. You will be taken into the new CE6
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In CE6: Select: copy content from another course

Assign Course Content

ADVAN SPREADSHT - CGS-2511-171

You can assign content to this course from another course or start designing this course without assigning content. Continue.

- Set up a blank course
Select this option to start designing this course without assigning content.
- Copy content from another course
Select from courses in which you are enrolled as a designer.
- Import content from file
Select this option to start importing course content from exported course file.

Click Continue.

Choose the master course that you developed (it will have _dev on the end of the course.) Click Continue. The course will begin copying into your fall section.

Copy content from another course

Select from courses in which you are enrolled as a designer.

Course Title - Section Title
<input type="radio"/> _CGS1100-Microcomputer Skills_rbuczyna_master_dev
<input checked="" type="radio"/> _CGS2511-Advanced Spreadsheet_rbuczyna_dev
<input type="radio"/> ADVAN SPREADSHT-CGS-2511-170

When the course is loaded, you will be taken directly to it.

To copy into another course, you can click on MY CE6 Home and click on the next class you want to load.

NOTE: When you begin developing for Spring Term, you can copy your Fall class into the Spring term. You won't have to copy from the development course again, unless you want to do so.

If you have any problems, please don't hesitate to contact us at 489-9455, or email at mmyers@edison.edu or ehochmeister@edison.edu

IF YOU ACCIDENTALLY COPY THE WRONG CLASS, DON'T PANIC! CALL OR EMAIL AND WE CAN FIX IT.