

# Sherpath: Course Setup – Copy an Existing Course

**NOTE:** Depending upon the Sherpath collection you are using, the modules will be arranged either by topics or by book chapters.

## Copying an Existing Course

1. To get started, click on the link to Sherpath within your course.
2. The welcome screen displays with two options: **Create a new course** or **Copy an existing course**.

**NOTE:** If this is the first time you are using a particular Sherpath collection, Create a new course will be the only option.

## Welcome!

In order to get started, please choose from one of the following options.

Create a new course     Copy an existing course

3. Click the radio button next to **Copy an existing course**.

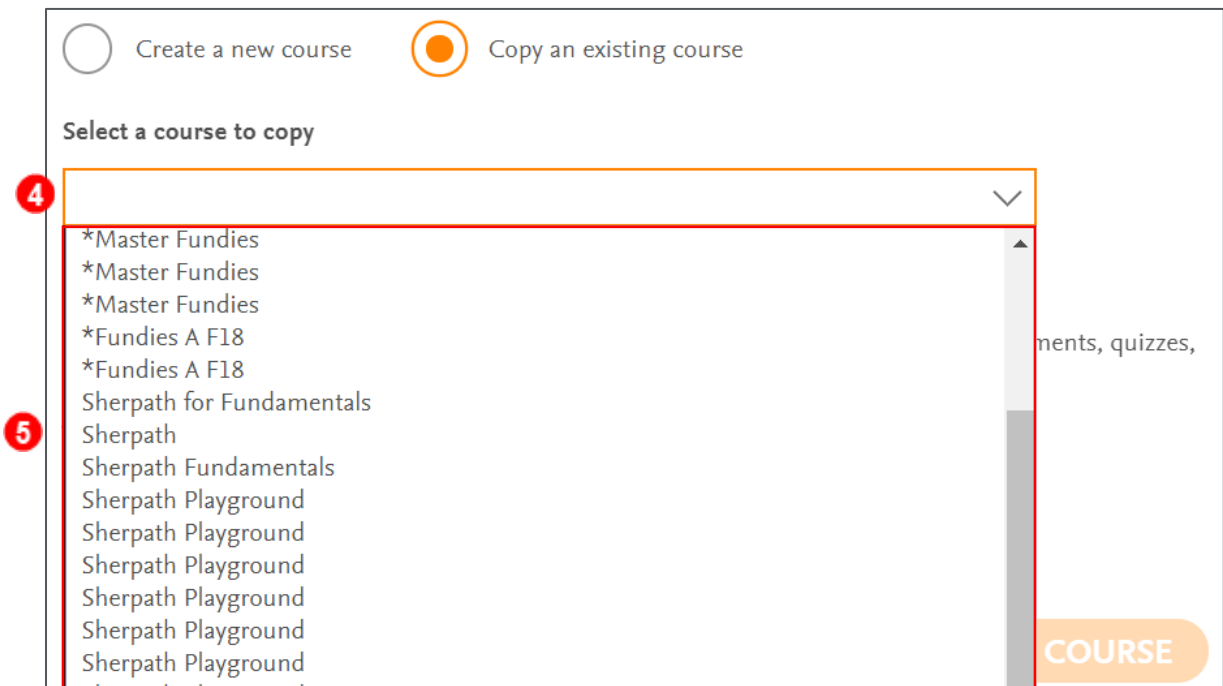
## Welcome!

In order to get started, please choose from one of the following options.

Create a new course     Copy an existing course


4. Then, click the dropdown box under **Select a course to copy**.
5. Click on the course you wish to copy.



**NOTE:** The course you are copying from must be the same term length as the one you are creating.



- Next, click the calendar icon in the date box under **When does your copied course start?**
- Select your start date from the calendar or type the date into the text box.

When does your copied course start?

mm / dd / yyyy **6** 

**7**  


ted throughout the duration of your course.

**COPY COURSE**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
<b>11</b>	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- Then, click the **COPY COURSE** button.

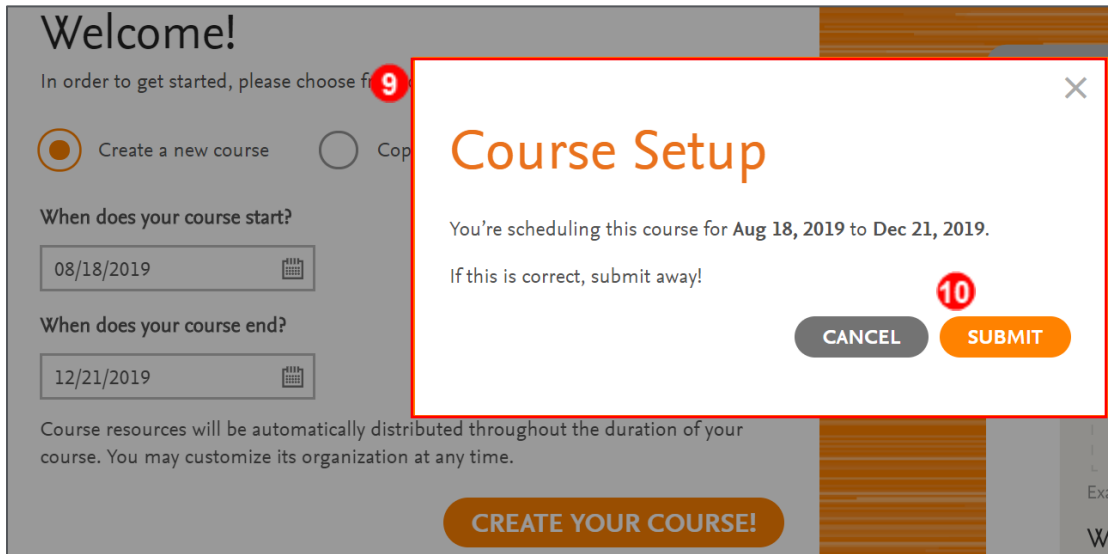
When does your copied course start?

08/11/2019 

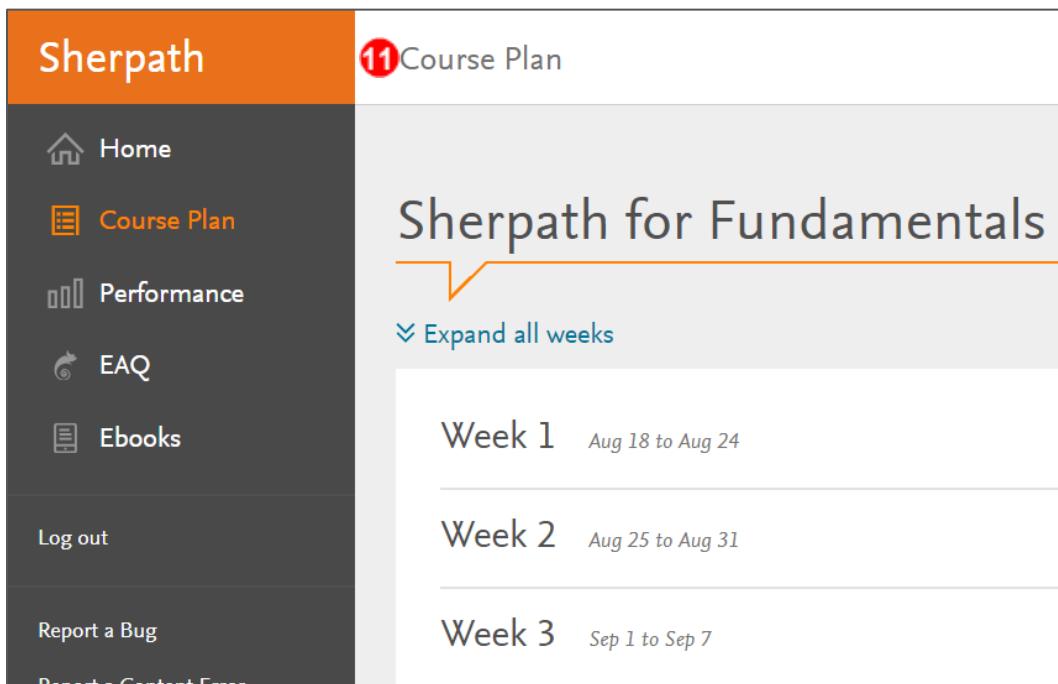
Course resources will be automatically distributed throughout the duration of your course.

**8** **COPY COURSE**

9. A Course Setup window will pop up, restating the dates and asking if they are correct.
10. Click **SUBMIT** to confirm.



11. The Course Plan page appears. You have copied your course!



END OF GUIDE