Sherpath: Course Setup – Copy an Existing Course

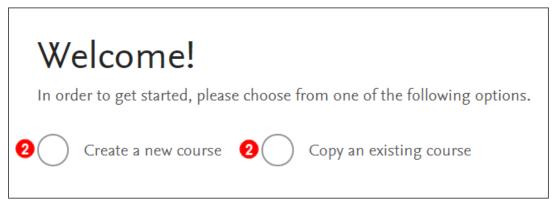
NOTE: Depending upon the Sherpath collection you are using, the modules will be arranged either by topics or by book chapters.

Copying an Existing Course

- 1. To get started, click on the link to Sherpath within your course.
- 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.



3. Click the radio button next to **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.

Create a new course Opy an existing cour	se	
Select a course to copy		
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Sherpath for Fundamentals		
5 Sherpath		
Sherpath Fundamentals		
Sherpath Playground	COURSE	



6. Next, click the calendar icon in the date box under When does your copied

course start?

7. Select your start date from the calendar or type the date into the text box.

,	When	does yo	our cop	ied cou	irse sta	rt?		
	mm	/ dd / y	ууу	6				
	<		Aug	ust 20	19		>	ted throughout the duration of your course.
	Su	Мо	Tu	We	Th	Fr	Sa	COPY COURSE
					1	2	3	
	4	5	6	7	8	9	10	
	11	12	13	14	15	16	17	
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	

8. Then, click the COPY COURSE button.

When does your copied course start?					
08/11/2019					
Course resources wi	ll be automatically	distributed throughout	t 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.

Welcome!				
In order to get started, please choose fr 9	×			
Create a new course Cop	Course Setup			
When does your course start?	You're scheduling this course for Aug 18, 2019 to Dec 21, 2019.			
08/18/2019	If this is correct, submit away!			
When does your course end?				
12/21/2019				
Course resources will be automatically distributed throughout the duration of your course. You may customize its organization at any time.				
	CREATE YOUR COURSE!			

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

Sherpath	10Course Plan		
☆ Home			
📃 Course Plan	Sherpath for Fundamentals		
00 Performance	✓ Expand all weeks		
💣 EAQ			
🗐 Ebooks	Week 1 Aug 18 to Aug 24		
Log out	Week 2 Aug 25 to Aug 31		
Report a Bug	Week 3 Sep 1 to Sep 7		

END OF GUIDE

