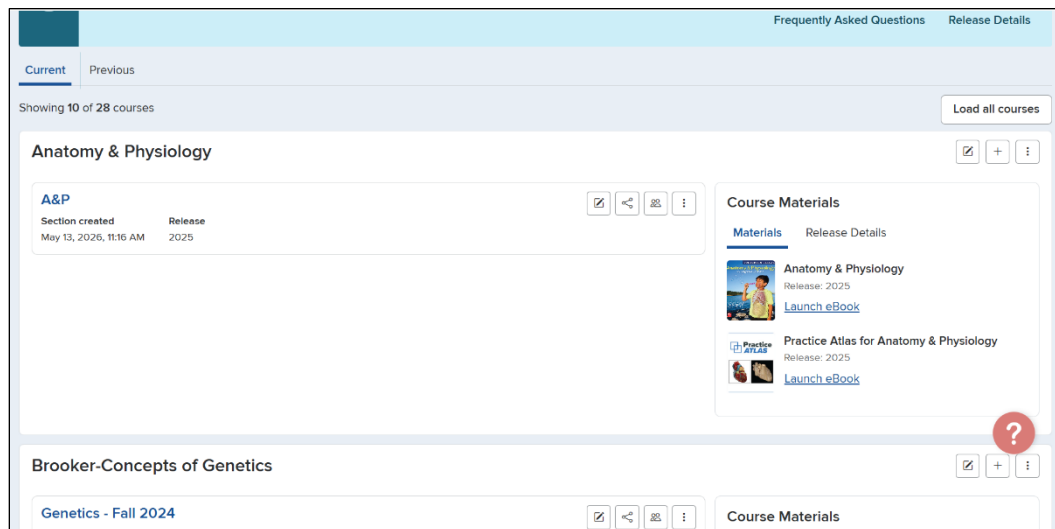


Creating a Template Section for Auto Copy/Pair

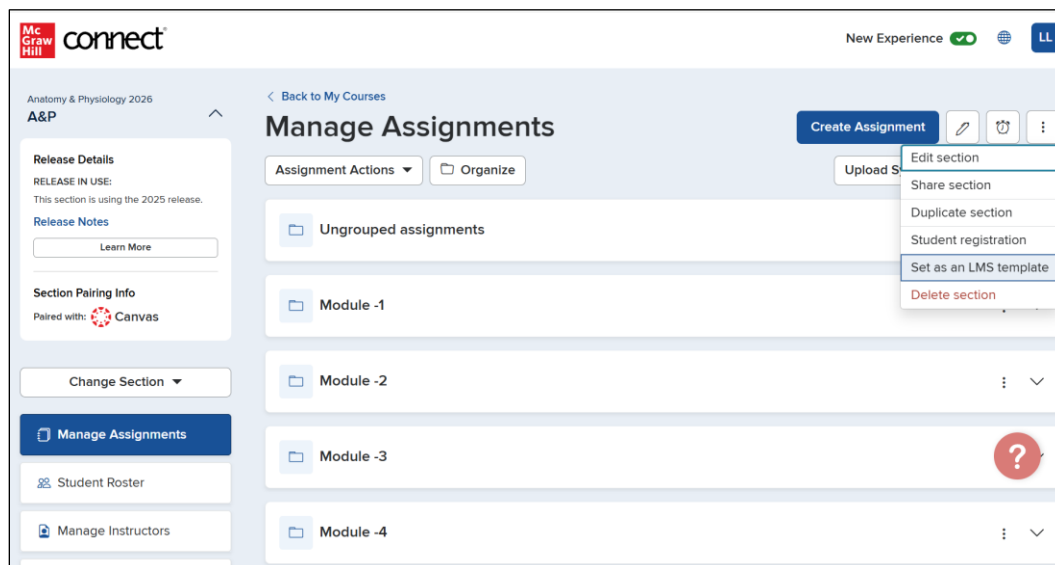
Step 1: Open the Course Section

From your My Courses page, select the Connect section you want to use as your template. This should be the section you plan to reuse for future terms.



Step 2: Access the Template Settings

On the Manage Assignments page, locate the **Section Information** widget. Click the **three-dot (More Options)** menu on the right-hand side and select **Set as Template Section for LMS**.



Step 3: Enable the template

Turn on the **Template Section** toggle to designate the section as the template for the Auto Copy/Pair process. Select whether new sections created from this template will be **Restricted** or **Unrestricted**. If you choose **Restricted**, decide whether instructors can edit the course policies after their sections are created. When your selections are complete, click **Save** to apply the settings. Once saved, the section becomes the LMS template for Auto Copy/Pair. With McGraw Hill Evergreen, all copied or shared sections will use the same release version as the template.

