

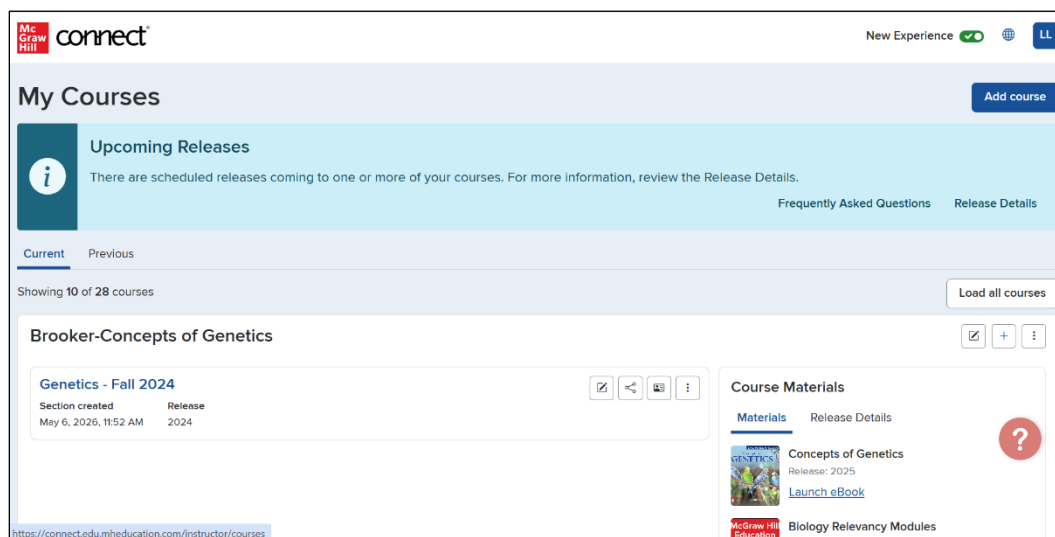
Evergreen Course Copy and Duplication Instructions

McGraw Hill's Connect platform uses an Evergreen delivery model, which uses a release-centered approach that seamlessly brings new and updated content, tools, and accessibility improvements into Connect. Between Releases, which include changes to both the narrative and digital content of the course, digital updates introduce new learning activities, helping keep your course content current and relevant.

When a new release is available, you can update to the latest release while duplicating your course or sections.

Step 1: Access My Courses

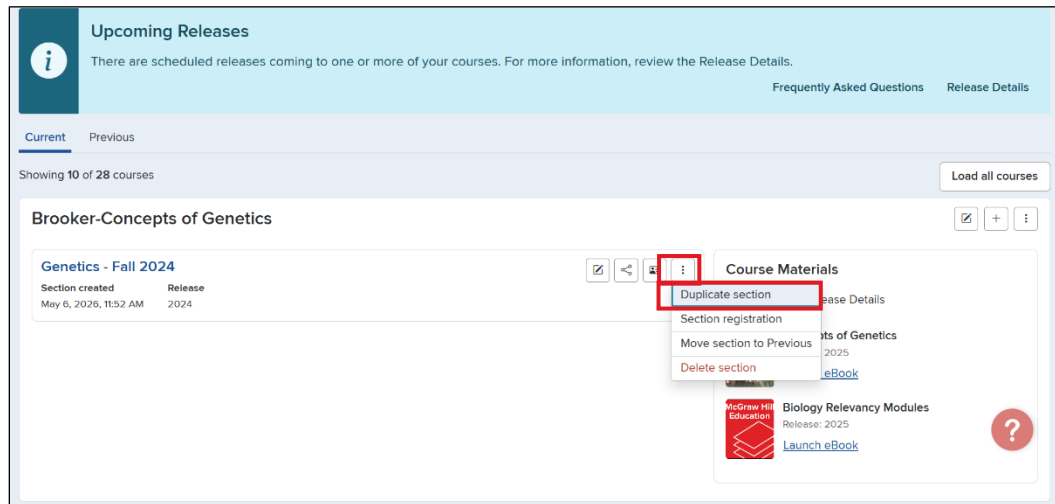
After logging into Connect, you will be taken to the **My Courses** page. From here, all active and previously used course sections connected to the account are displayed for course management.



The screenshot shows the 'My Courses' page in the McGraw Hill Connect platform. At the top, there's a header with the McGraw Hill Connect logo, a 'New Experience' status indicator, and a user profile icon. Below the header, the 'My Courses' title is followed by an 'Add course' button. A light blue banner for 'Upcoming Releases' states: 'There are scheduled releases coming to one or more of your courses. For more information, review the Release Details.' It includes links for 'Frequently Asked Questions' and 'Release Details'. Below this, there are tabs for 'Current' (selected) and 'Previous'. A message indicates 'Showing 10 of 28 courses' with a 'Load all courses' button. The main content area displays a course titled 'Brooker-Concepts of Genetics'. Under this course, there's a section for 'Genetics - Fall 2024' showing 'Section created' as 'May 6, 2026, 11:52 AM' and 'Release' as '2024'. To the right of this section are icons for checkmark, left arrow, right arrow, and a menu. Further right is a 'Course Materials' section with tabs for 'Materials' (selected) and 'Release Details'. It lists 'Concepts of Genetics' with a 'Release: 2025' and a 'Launch eBook' link. Below this, it shows 'Biology Relevancy Modules' with the McGraw Hill Education logo. A red question mark icon is visible in the 'Course Materials' section. At the bottom left, the URL 'https://connect.edumheducation.com/instructor/courses' is visible.

Step 2: Open Course Management Options

Locate the existing section that you would like to reuse, then select the **three-dot menu** on the far-right side of that section to access the available section management options. The original section will remain unchanged during this process. From the dropdown menu, select **Duplicate This Section** to begin creating a new copy of the selected course. This process carries over most existing instructor content, including assignments, policies, and course customizations.

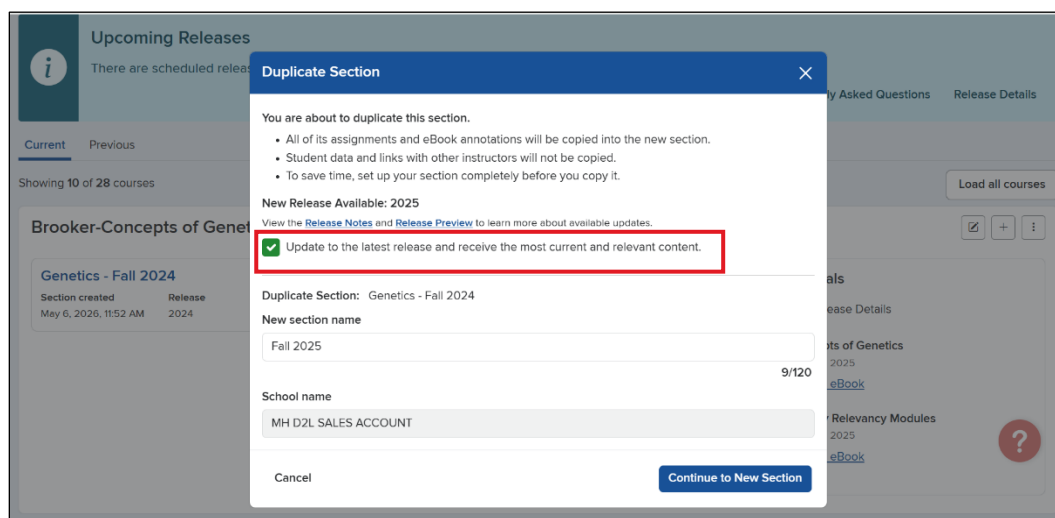


Step 3: Review Details & Name Section

In the duplicate section window, you'll be notified if a new release is available. To learn more about the release, including detailed information about updates to the narrative or eBook content, and new or updated digital content, you can access the Release Notes and Release Preview links.

To update to the newest release, leave the update checkbox selected, and updates are automatically applied to your course. Deselect the checkbox if you want your new section to remain in the same release as the previous course.

Enter the new semester or term name into the **New Section Name** field so the duplicated course can be easily identified and kept separate from the previous section, then select **Continue to New Section** to complete the duplication. Connect may take a few moments to generate the copied course shell.



Step 4: Review Section

After your new section is created, review it carefully and make any needed updates. If you moved to a new release, you may see some notifications within your section identifying where changes have occurred.

- “Updated” tags appear at the assignment and question levels to show where content has changed as part of an Evergreen Release.
- In some cases, certain questions may need to be removed as part of the release. Notifications in the section will identify where assignments were impacted by those changes.

Ch 3 SmartBook

Start Date	Due Date	Points
March 29, 2023	December 31, 2029	100.00

Ch 3 Assignment Updated

Start Date	Due Date	Points
April 5, 2023	December 31, 2029	100.00

Unassigned

Ch 3 Quiz

⚠ Some questions were removed, and the assignment point value changed. Please review and update.

Start Date	Due Date	Points
March 29, 2023	December 31, 2029	170.00

Student progress

- 0 Not started
- 0 In progress
- 0 Completed

Student progress

- 0 Not started
- 0 In progress
- 0 Completed

Student progress

- 0 Not started
- 0 In progress
- 0 Completed

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