



How Do I Copy or Share My Connect Course Section?

Video: [CLICK TO VIEW](#)

Copying

COPYING a section provides your colleague with a duplicate of your course section. It is a **one-time, one-direction** transaction, a template. Any course features and assignments in your section at that time will be reflected in the copy. Your colleague can edit anything within the copied section.

Sharing

SHARING a section allows the sharing instructor to **maintain some control** over the shared section. All course features and assignments are shared. Sharing a section with a colleague allows you to control the assignments your colleague will use and can edit. Sharing a section allows you to see scores and reports from your colleague's students.

Course Coordinators or Leads

When to SHARE:

- You want to prevent instructors from editing or changing the course content
- You need to view reporting and course data for instructors' sections

Send to colleague options:

To Copy a Section

Locate your course and section. Click on the **Section Options** menu. To copy your section into a colleague's Connect account, choose **Send to colleague**.

To copy, select **Copy section** from the Send to colleague options screen. When copying a course you will be notified if a newer Evergreen release is available; leaving the box checked will ensure your colleague receives the latest content. Enter the email address used by your colleague. Select **Find Colleagues**. Select **Copy** when you've found your colleague.

To Share a Section

Locate your course and section. Click on the **Section Options** menu as above. To share your section into a colleague's Connect account, choose **Send to a colleague**. To share, select **Share section** from the Send to colleague options screen. Enter 1-200 email addresses.

Click **Find Colleagues**. Select how many sections need to be created in your colleague's account and the edits that your colleague will be able to make. Click **Share**. *Note- Sections that are shared will use the same Evergreen release as your master course.*

Your section name will show the sharing symbol. Clicking this Icon will show you who you have shared your course section with.