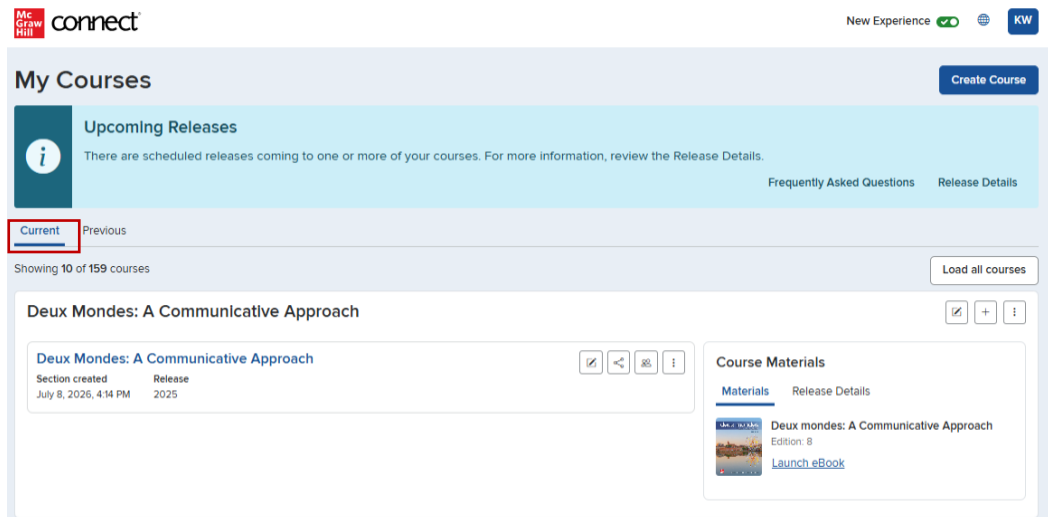


Moving Course Sections to Previous

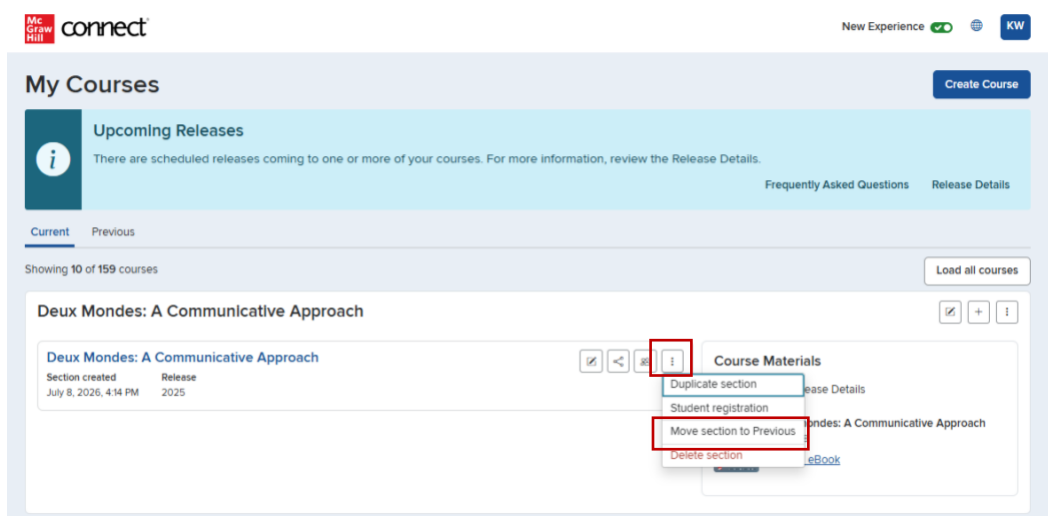
1. Step 1: Locate the Course You Want to Move

On the **Current** tab of the My Courses page, scroll through the available course sections and locate the course containing the section(s) you want to remove from the active course list.



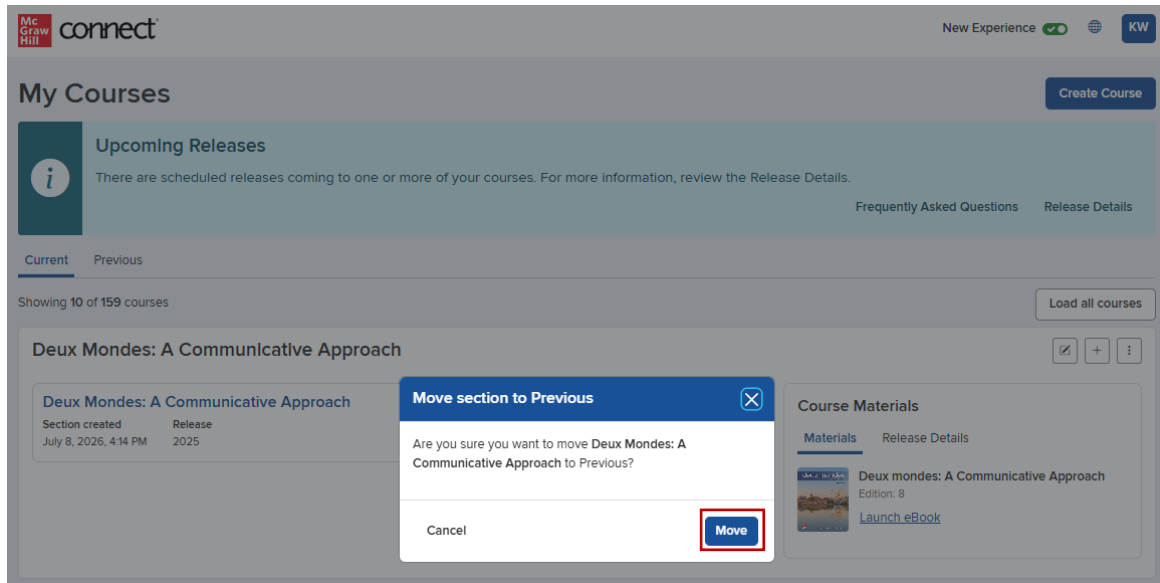
2. Step 2: Open the More Options Menu

From the section you want to move, click the three vertical dots (:) to open the section management menu. Note that there are two three dot menus – one at the same level as the course title and one at the section level. The **Move to Previous** option is available for both. You will want to choose the one appropriate for your needs. If you move to Previous from the course level, all sections in that course will be moved to the Previous tab. From the dropdown, select **Move Sections to Previous**. This option moves the selected course section(s) from the **Current** tab to the **Previous** tab, keeping them accessible while helping organize the **My Courses** page.



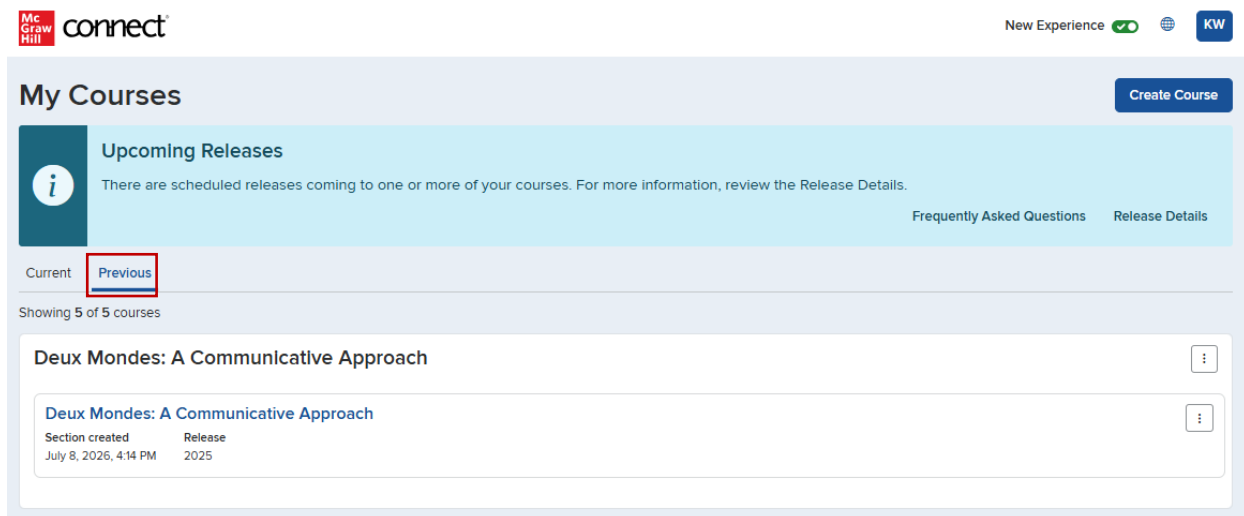
3. Step 3: Confirm the Action

You'll be prompted with a confirmation message and should click **Move** to complete the process. The selected course or section(s) will no longer appear under Current Courses.



4. Step 4: Navigate to the Previous Tab

At the top of the **My Courses** page, click the **Previous** tab. All course sections that were moved will now be displayed in this location for reference and later use.



5. Step 4: Return Sections to Current if Needed



connect[®]

If you need to make the section active again, navigate to the Previous tab. Locate the archived course. Click the three vertical dots (:) select **Move Sections to Current**. The section will return to the **Current** tab.

The screenshot shows the McGraw Hill Connect interface. At the top, the McGraw Hill logo and 'connect' brand name are visible. A 'New Experience' toggle is set to 'ON', and a user profile icon 'KW' is in the top right. The main heading is 'My Courses', with a 'Create Course' button. Below this is an 'Upcoming Releases' section with an information icon and a message: 'There are scheduled releases coming to one or more of your courses. For more information, review the Release Details.' Links for 'Frequently Asked Questions' and 'Release Details' are provided. A tab bar shows 'Current' and 'Previous' (highlighted with a red box). Below the tabs, it says 'Showing 5 of 5 courses'. A course card for 'Deux Mondes: A Communicative Approach' is shown. The card details include 'Section created: July 8, 2026, 4:14 PM' and 'Release: 2025'. A three-dot menu icon is in the top right of the card, and a dropdown menu is open, showing 'Move section to Current' (highlighted with a red box) and 'Delete section'.