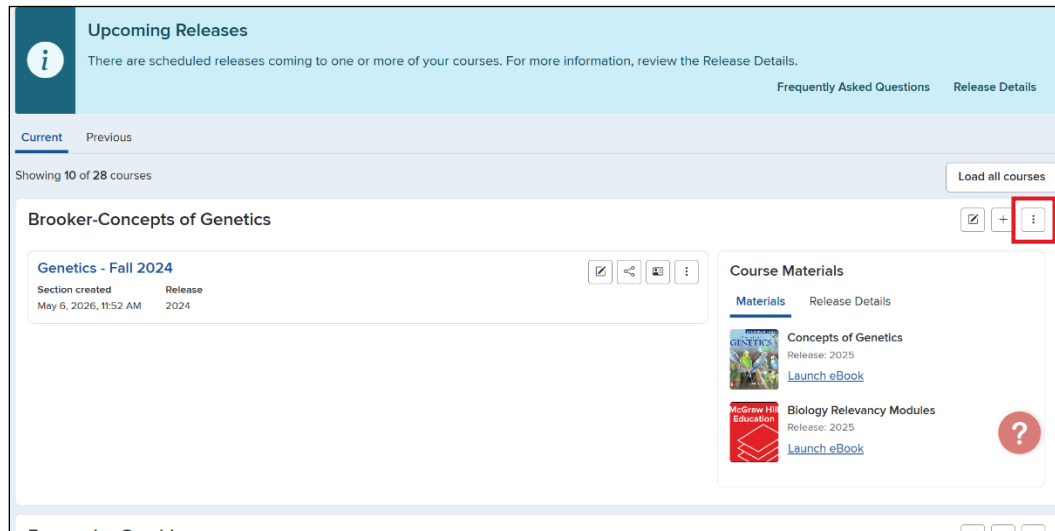


Reuse Your Connect Course for a New Term

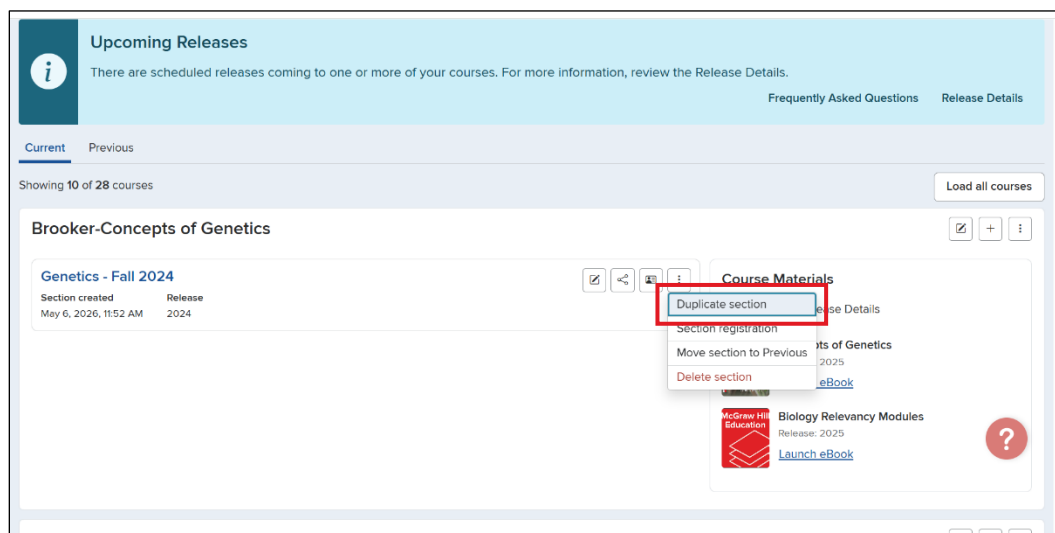
Step 1: Access My Courses

From the **Connect homepage**, locate the course section that you would like to reuse from My Courses, then select **the three-dot menu** on the far-right side of that section to open the available course management options. This process creates a separate new section and does not change the original course.



Step 2: Duplicate the Existing Section

From the dropdown menu, select **Duplicate Section** to begin creating a copy of the course for the new semester. This duplication will carry over your existing assignments, policies, question banks, and most course settings into the new section.



Step 3: Rename and Create the New Section

Enter the new semester or term name into the **New Section Name** field so the copied course can be easily identified on the My Courses page, then select **Continue to New Section** to generate the duplicated course shell for the upcoming term.

The screenshot shows the 'Duplicate Section' dialog box overlaid on the 'Upcoming Releases' page. The dialog box contains the following information:

- Header:** Duplicate Section (with a close button 'X')
- Message:** You are about to duplicate this section.
- List:**
 - All of its assignments and eBook annotations will be copied into the new section.
 - Student data and links with other instructors will not be copied.
 - To save time, set up your section completely before you copy it.
- New Release Available:** 2025
- Checkboxes:**
 - ☐ View the [Release Notes](#) and [Release Preview](#) to learn more about available updates.
 - ☒ Update to the latest release and receive the most current and relevant content.
- Duplicate Section:** Genetics - Fall 2024
- New section name:** Fall 2025 (This field is highlighted with a red box)
- School name:** MH D2L SALES ACCOUNT
- Buttons:** Cancel and Continue to New Section (The 'Continue to New Section' button is highlighted with a red box)

The background page shows 'Upcoming Releases' with a table for 'Genetics - Fall 2024' and a 'Continue to New Section' button.