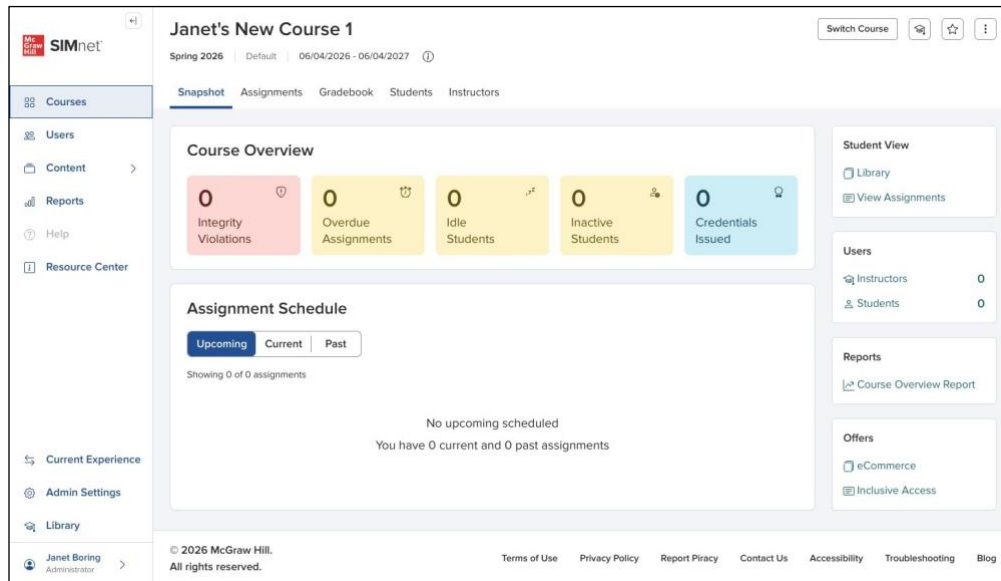


Copy Course

Learn how to copy an existing course in SIMnet, including assignments and dates.

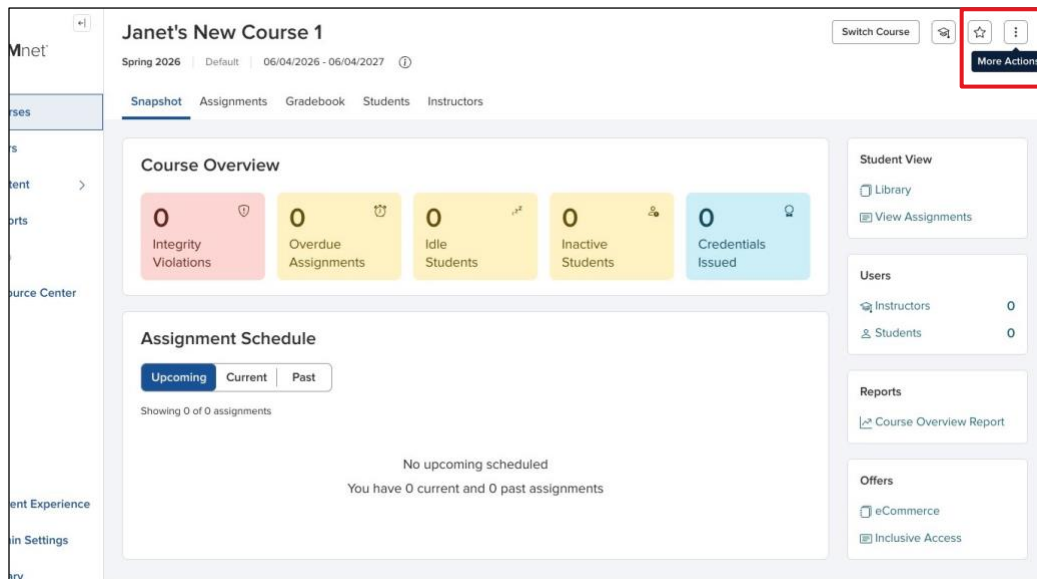
Step 1: Select Course.

If you already have a course set up that you would like to make a copy of, you can do that from within that course.

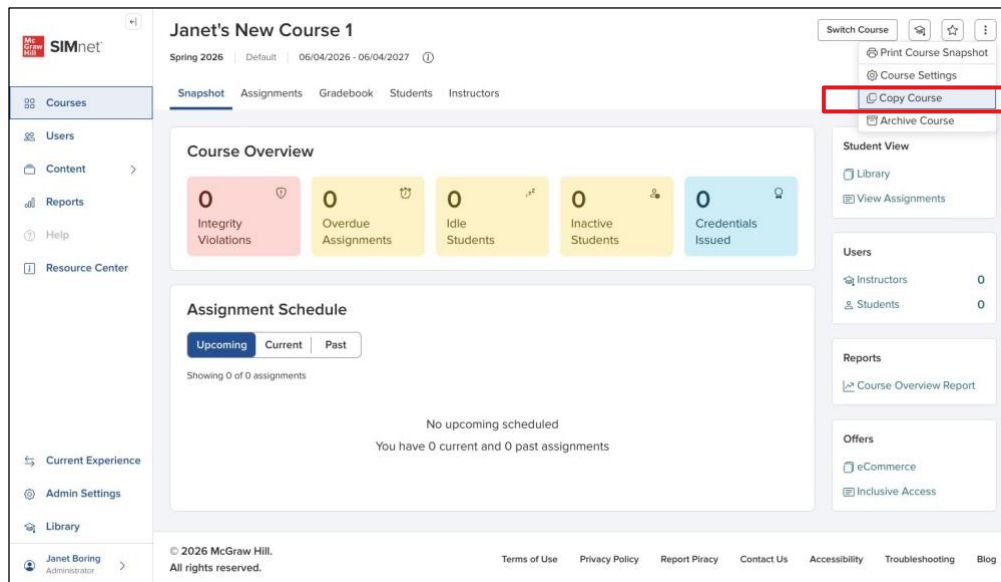


Step 2: Access the Actions Menu.

When you are in a course, you can always access the actions menu (three dots) in the upper right corner.



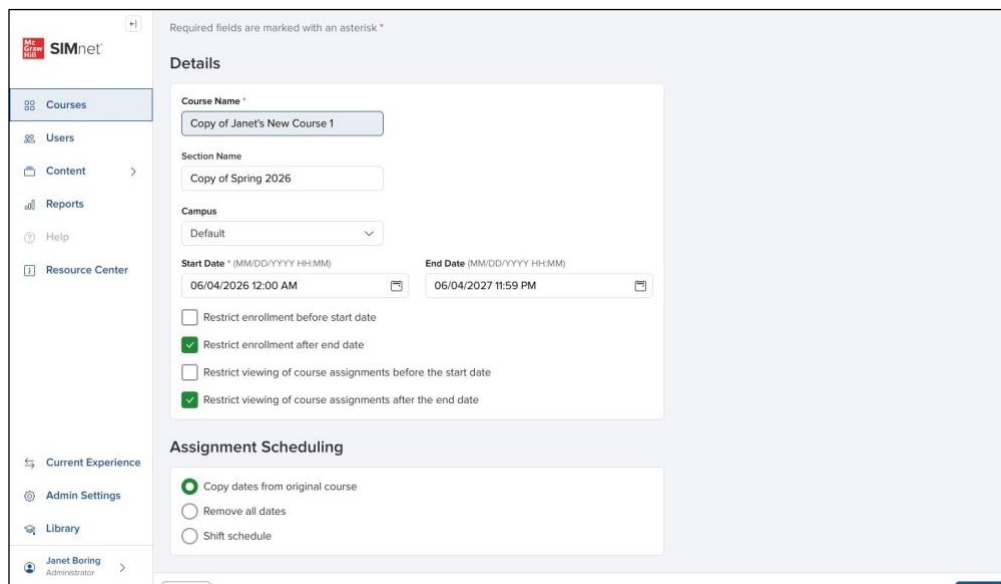
Step 3: Select Copy Course from the dropdown list.



The screenshot shows the SIMnet interface for 'Janet's New Course 1'. The top navigation bar includes 'Switch Course', 'Print Course Snapshot', 'Course Settings', 'Copy Course' (highlighted with a red box), and 'Archive Course'. The left sidebar contains links for 'Courses', 'Users', 'Content', 'Reports', 'Help', 'Resource Center', 'Current Experience', 'Admin Settings', and 'Library'. The main content area displays 'Course Overview' with statistics: 0 Integrity Violations, 0 Overdue Assignments, 0 Idle Students, 0 Inactive Students, and 0 Credentials Issued. Below this is the 'Assignment Schedule' section, which shows 'No upcoming scheduled' and 'You have 0 current and 0 past assignments'. The right sidebar contains 'Student View' (Library, View Assignments), 'Users' (Instructors: 0, Students: 0), 'Reports' (Course Overview Report), and 'Offers' (eCommerce, Inclusive Access). The footer includes copyright information and various links like 'Terms of Use', 'Privacy Policy', 'Report Piracy', 'Contact Us', 'Accessibility', 'Troubleshooting', and 'Blog'.

Step 4: Navigate to the Copy Course form

This brings you to the Copy Course form. Course settings are inherited from the original course, but you can change them later in Course Settings.



The screenshot shows the 'Copy Course' form in SIMnet. The form is titled 'Details' and includes the following fields and options:

- Course Name ***: Copy of Janet's New Course 1
- Section Name**: Copy of Spring 2026
- Campus**: Default (dropdown menu)
- Start Date *** (MM/DD/YYYY HH:MM): 06/04/2026 12:00 AM
- End Date *** (MM/DD/YYYY HH:MM): 06/04/2027 11:59 PM
- ☐ Restrict enrollment before start date
- ☒ Restrict enrollment after end date
- ☐ Restrict viewing of course assignments before the start date
- ☒ Restrict viewing of course assignments after the end date
- Assignment Scheduling**:
 - ☒ Copy dates from original course
 - ☐ Remove all dates
 - ☐ Shift schedule

The form also includes a sidebar with links for 'Courses', 'Users', 'Content', 'Reports', 'Help', 'Resource Center', 'Current Experience', 'Admin Settings', and 'Library'. The footer includes copyright information and various links like 'Terms of Use', 'Privacy Policy', 'Report Piracy', 'Contact Us', 'Accessibility', 'Troubleshooting', and 'Blog'.

Step 5: Enter a unique combination of course name and section name.

It's important to have a naming convention that you're following for your institution. If you have multiple sections of the same course, be sure the course name is exactly the same if you want to be able to see reports across the course. You will then just use a different section name for each.

Required fields are marked with an asterisk *

Details

Course Name *
Janet's New Course 2

Section Name
Fall 2026

Campus
Default

Start Date * (MM/DD/YYYY HH:MM) 06/04/2026 12:00 AM

End Date (MM/DD/YYYY HH:MM) 06/04/2027 11:59 PM

☐ Restrict enrollment before start date

☒ Restrict enrollment after end date

☐ Restrict viewing of course assignments before the start date

☒ Restrict viewing of course assignments after the end date

Assignment Scheduling

☒ Copy dates from original course

☐ Remove all dates

☐ Shift schedule

Step 6: Select your campus from the dropdown menu.

If you only have one campus, it will be Default. If you have multiple campuses, you can click the dropdown to select a different campus.

Required fields are marked with an asterisk *

Details

Course Name *
Janet's New Course 2

Section Name
Fall 2026

Campus
Default

Start Date * (MM/DD/YYYY HH:MM) 06/04/2026 12:00 AM

End Date (MM/DD/YYYY HH:MM) 06/04/2027 11:59 PM

☐ Restrict enrollment before start date

☒ Restrict enrollment after end date

☐ Restrict viewing of course assignments before the start date

☒ Restrict viewing of course assignments after the end date

Assignment Scheduling

☒ Copy dates from original course

☐ Remove all dates

☐ Shift schedule

Step 7: Update the pre-populated start and end dates.

Start date and end date are pre-populated but you will want to change them. Click the calendar icon to select the date and time, then click Apply.

The screenshot shows the SIMnet interface with a sidebar on the left containing links for Courses, Users, Content, Reports, Help, and Resource Center. The main area is titled 'Details' and contains the following fields:

- Course Name *: Janet's New Course 2
- Section Name: Fall 2026
- Campus: Default
- Start Date *: (MM/DD/YYYY HH:MM) 06/04/2026 12:00 AM
- End Date (MM/DD/YYYY HH:MM): 06/04/2027 11:59 PM

Below these fields are four checkboxes:

- ☐ Restrict enrollment before start date
- ☒ Restrict enrollment after end date
- ☐ Restrict viewing of course assignments before the start date
- ☒ Restrict viewing of course assignments after the end date

The 'Assignment Scheduling' section has three options:

- ☒ Copy dates from original course
- ☐ Remove all dates
- ☐ Shift schedule

The user 'Janet Boring, Administrator' is logged in.

Step 8: Add a course end date (typically the end of your term).

After that date, students will no longer see the course. This will not prevent them from later accessing their library of SIMbooks for extended access.

This screenshot shows the same SIMnet interface as Step 7, but with a calendar pop-up open for selecting the end date. The course details are:

- Course Name *: Copy of Microsoft Office Intro 101
- Section Name: Copy of Spring 2026 MS101
- Campus: Default
- Start Date *: (MM/DD/YYYY HH:MM) 02/06/2026 11:59 PM
- End Date (MM/DD/YYYY HH:MM): 06/30/2027 11:59 PM

The calendar is for June 2027, showing the 30th as the selected date. The time is set to 11:59 AM. The 'Apply' button is visible at the bottom right of the calendar pop-up.

The footer of the page includes: © 2026 McGraw Hill. All rights reserved. Terms of Use Privacy Policy Report Piracy Contact Us Accessibility Troubleshooting Blog

Step 9: Apply restrictions.

Restrictions allow you to control access to enrollment and viewing of course assignments.

- Restrict enrollment before start date prevents students from being able to enroll in the course before the course start date.
- Restrict enrollment after end date prevents students from inadvertently enrolling in a course that has ended.
- Restrict viewing of course assignments before the start date prevents students from accessing assignments before the course start date.
- Restrict viewing of course assignments after the end date prevents students from re-accessing their course materials after the course has ended. Restricting the viewing of course materials will not keep students from being able to review their SIMbooks in their library after the course is complete.

The screenshot displays the SIMnet course configuration page. On the left is a sidebar with navigation links: Courses, Users, Content, Reports, Help, Resource Center, Current Experience, Admin Settings, and Library. The main content area is titled 'Course Name' and contains the following fields: 'Janet's New Course 2' for the course name, 'Fall 2026' for the section name, and a 'Campus' dropdown set to 'Default'. Below these are 'Start Date' and 'End Date' fields, both with calendar icons. The start date is '06/04/2026 12:00 AM' and the end date is '06/04/2027 11:59 PM'. A red rectangular box highlights a section of four checkboxes: 'Restrict enrollment before start date' (unchecked), 'Restrict enrollment after end date' (checked), 'Restrict viewing of course assignments before the start date' (unchecked), and 'Restrict viewing of course assignments after the end date' (checked). Below this box is the 'Assignment Scheduling' section, which includes three radio button options: 'Copy dates from original course' (selected), 'Remove all dates', and 'Shift schedule'. At the bottom of the form are 'Exit' and 'Next' buttons. The footer contains copyright information '© 2026 McGraw Hill. All rights reserved.' and a row of links: Terms of Use, Privacy Policy, Report Piracy, Contact Us, Accessibility, Troubleshooting, and Blog.

Course Name *

Janet's New Course 2

Section Name

Fall 2026

Campus

Default

Start Date * (MM/DD/YYYY HH:MM)

06/04/2026 12:00 AM

End Date (MM/DD/YYYY HH:MM)

06/04/2027 11:59 PM

☐ Restrict enrollment before start date

☒ Restrict enrollment after end date

☐ Restrict viewing of course assignments before the start date

☒ Restrict viewing of course assignments after the end date

Assignment Scheduling

☒ Copy dates from original course

☐ Remove all dates

☐ Shift schedule

Exit

Next

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Step 10: Choose One of three scheduling options

There are three options for scheduling the assignments in the copied course.

- **Copy dates from original course:** Choose this option if you have created a course already and need another section with the same assignment due dates.
- **Remove all dates:** Choose this option if you create courses for other instructors and want them to populate all of the dates later, or if you are going to populate the dates at another time.
- **Shift schedule:** Choose this option if you simply need to move the dates to the next term and everything falls on the same day of the week.

☐ Restrict viewing of course assignments before the start date
☒ Restrict viewing of course assignments after the end date

Assignment Scheduling

☐ Copy dates from original course
☐ Remove all dates
☒ Shift schedule

Shift Schedule

All assignments that have dates enabled will be updated by the selected number of days in the new course. Dates can be updated to either plus or minus two years (+/- 730 days).

Shift by
Days
79

Preview

Earliest Start Date in the Original Course*	Earliest Start Date in the New Course*
(MM/DD/YYYY H:MM)	(MM/DD/YYYY H:MM)
03/17/2026 05:00 PM	06/04/2026 05:00 PM

Exit Next

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Step 10a: If you select 'Shift schedule'

You can either shift by a specific number of days if you know that number or simply choose the correct start date for the new course. If you know that your course is going to occur on the same days of the week and your course always starts on the same day of the week, this makes it easy to move the dates.

☐ Restrict viewing of course assignments before the start date
☒ Restrict viewing of course assignments after the end date

Assignment Scheduling

☐ Copy dates from original course
☐ Remove all dates
☒ Shift schedule

Shift Schedule

All assignments that have dates enabled will be updated by the selected number of days in the new course. Dates can be updated to either plus or minus two years (+/- 730 days).

Shift by
Days
79

Preview

Earliest Start Date in the Original Course*	Earliest Start Date in the New Course*
(MM/DD/YYYY H:MM)	(MM/DD/YYYY H:MM)
03/17/2026 05:00 PM	06/04/2026 05:00 PM

Calendar view

Exit Next

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Choose the start date of the new course and click Apply. Let it default to the time already there so the system can work properly.

The screenshot shows the SIMnet interface with the 'Assignment Scheduling' section active. Under 'Shift Schedule', the 'Shift schedule' option is selected. A date picker is open, showing the month of June 2026. The date '4' (Thursday) is selected. The 'Shift by' field is set to '79' days. The 'Preview' section shows the 'Earliest Start Date in the Original Course' as '03/17/2026 05:00 PM' and the 'Earliest Start Date in the New Course' as '06/04/2026 05:00 PM'. The 'Apply' button is highlighted.

The system will automatically calculate and update the number of days to shift by.

The screenshot shows the same SIMnet interface, but the 'Shift by' field is now set to '137' days. The 'Preview' section shows the 'Earliest Start Date in the Original Course' as '03/17/2026 05:00 PM' and the 'Earliest Start Date in the New Course' as '08/01/2026 05:00 PM'. The 'Apply' button is highlighted.

Step 11: Click Next in the bottom lower-right to finish creating the course.

Restrict viewing of course assignments before the start date
☒ Restrict viewing of course assignments after the end date

Assignment Scheduling

☐ Copy dates from original course
☐ Remove all dates
☒ Shift schedule

Shift Schedule

All assignments that have dates enabled will be updated by the selected number of days in the new course. Dates can be updated to either plus or minus two years (+/- 730 days).

Shift by
 Days
 137

Preview

Earliest Start Date in the Original Course*	Earliest Start Date in the New Course*
(MM/DD/YYYY HH:MM)	(MM/DD/YYYY HH:MM)
03/17/2026 05:00 PM	08/01/2026 05:00 PM

Exit

Next

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Step 12: Click on the Assignments tab to double check that the dates are correct. You will receive a confirmation that the course has been copied and land on the Course Snapshot.

Click on the Assignments tab to double check that the dates are correct in the new course and look for breaks or holidays that you need to account for.

Janet Course 2

Fall 2026 | Default | 02/06/2026 - 06/30/2027

Course copied successfully

Snapshot **Assignments** Gradebook Students Instructors

Course Overview

0 Integrity Violations	0 Overdue Assignments	0 Idle Students	0 Inactive Students	0 Credentials Issued
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Assignment Schedule

Upcoming Current Past

Showing 32 of 32 assignments

Assignment	LMS Pacing	Start Date	Points
Essential Skills for Microsoft Office	LMS Pacing	08/07/2026	14
Microsoft Office - Appendices	LMS Pacing	08/14/2026	1
Microsoft Office - Glossary	LMS Pacing	08/14/2026	1
Janet's GenAI Lesson	LMS Pacing	09/27/2026	100

Student View

Library

View Assignments

Users

Instructors 6

Students 0

Reports

Course Overview Report

Offers

eCommerce

Inclusive Access