



How Do I Copy or Share My Connect Course Section? (Classic Experience)

Video Walkthrough: [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.

Should you share or copy?

<p>share your section to:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Allow your colleagues to use your versions of the section's assignments, including edits you make later <input checked="" type="checkbox"/> Control the assignments' questions and policies <input checked="" type="checkbox"/> Monitor your colleagues' students' scores and reports <input checked="" type="checkbox"/> Share course features like: <ul style="list-style-type: none"> eBook annotations <p style="text-align: center;">share</p>	<p>copy your section to:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Send replicas of the assignments to your colleagues or your other sections. <input checked="" type="checkbox"/> Allow your colleagues to control their assignments' questions and policies <input checked="" type="checkbox"/> Send replicas of course features like: <ul style="list-style-type: none"> eBook annotations <p style="text-align: center;">copy</p>
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Course Coordinators or Leads

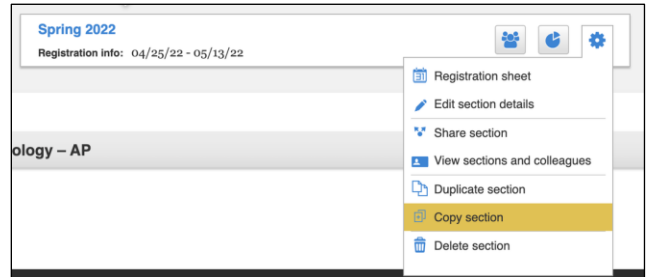
When to SHARE:

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

Copy a Section

Log into your Connect account. Locate your course and section.

To copy your section into a colleague's Connect account, click on the **Section Options** menu. Choose **Copy Section**.

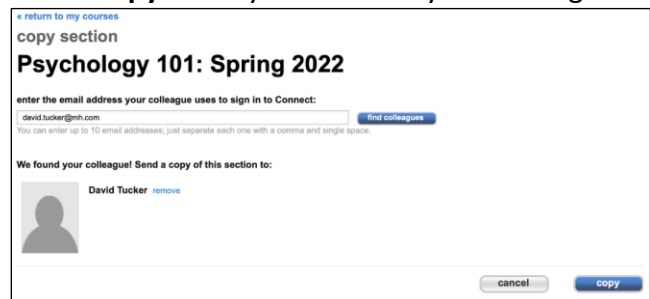


Find Colleagues

Enter the email address used by your colleague.

Select **Find Colleagues**.

Select **Copy** when you've found your colleague.



Sharing a Section with a Colleague

To share your course, click on **Section Options** menu as above. Select **Share Section**.

Creating Shared Sections

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**.



Your section name will show the sharing symbol.

