

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 <u>at that time</u> will be reflected in the copy. Your colleague can edit anything within the copied section.

Sharing

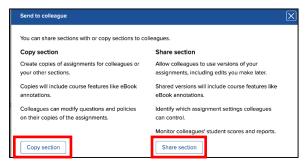
SHARING a section allows the sharing instructor to **maintain some control** over the shared section. All course features and assignments are shared. Sharing a section with a colleague allows you to control the assignments your colleague will use and can edit. Sharing a section allows you to see scores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

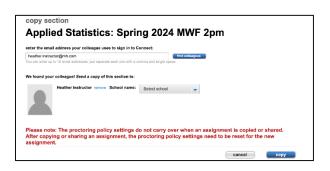


To Copy a Section

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.



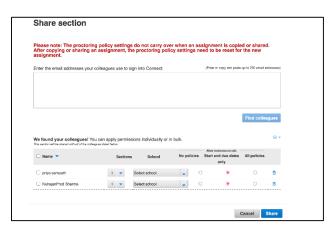
Enter the email address used by your colleague. Select **Find Colleagues**. Select **Copy** when you've found your colleague.



To Share a Section

Call: (800)331-5094

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**.

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



Support and Resources
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SUPPORT AT EVERY STEP

MONDAY-THURSDAY: 24 hours FRIDAY: 12 AM-9 PM EST SATURDAY: 10 AM-8 PM EST SUNDAY: 12 PM-12 AM EST