



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 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.

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:

Send to colleague

You can share sections with or copy sections to colleagues.

Copy section	Share section
Create copies of assignments for colleagues or your other sections.	Allow colleagues to use versions of your assignments, including edits you make later.
Copies will include course features like eBook annotations.	Shared versions will include course features like eBook annotations.
Colleagues can modify questions and policies on their copies of the assignments.	Identify which assignment settings colleagues can control.
	Monitor colleagues' student scores and reports.

[Copy section](#) [Share section](#)

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

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

EMAIL & CHAT: WWW.MHHE.COM/SUPPORT
SUPPORT AT EVERY STEP

Call: (800)331-5094

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