

How to Copy Adoption to New Course

After you have submitted your Adoption, you will see “Your adoption has been submitted.”

You may choose to copy this adoption to a new course now or at another time.

If you decide to copy the adoption now:

Click on:

- **Copy Adoption to New Course**
- **View options**
- **Select Term**
- **Change Section** (click on drop down arrow for sections offered in relation to that course)
- If you want the adoption to be exactly the same as the previously submitted adoption, click on **Copy**. This will copy and submit the adoption for the newly selected section.
- If you need to edit the adoption, you may choose **Copy and Change** to add or delete books from the adoption, change usage (i.e. required, recommended, optional), etc.
- Note: inSite is unable to copy between different departments. You will need to start over and create a new course in the new department.

If you decide to come back to the site later to copy previously submitted adoptions:

Log in to the site

Scroll to Adoptions section

Click on:

- **My Submitted Adoptions**
- Choose the one that you want to copy
- **Click on the indicated status (COMPL, RECD, etc)**
- **Click on Copy this Adoption to a New Course**
- **View Options**
- **Select Term**
- **Change Section** (click on drop down arrow for sections offered in relation to that course)
- If you want the adoption to be exactly the same as the previously submitted adoption, click on **Copy**. This will copy and submit the adoption for the newly selected section.
- If you need to edit the adoption, you may choose **Copy and Change** to add or delete books from the adoption, change usage (i.e. required, recommended, optional), etc.
- Note: inSite is unable to copy between different departments. You will need to start over and create a new course in the new department.

ANY questions or requests for assistance, please contact Susan Royer at extension 6433 (sroyer@vcccd.edu) or Ellen Payne at extension 1080 (epayne@vcccd.edu). Thank you.