Starting in your new shell you will begin this process.

1. Edit Course
How to Copy Your Course Over From Prior Semesters

2. Click “Import/ Export/ Copy Components”
How to Copy Your Course Over From Prior Semesters

3. Click “Search for Offering”
How to Copy Your Course Over From Prior Semesters

Make sure you choose the right course. If you copy the wrong one you have to manually go in and delete each thing you do not want.

4. Find the semester and year that you want to copy.

5. Click “Add Selected”
If you want just certain components it will list all the components on the next screen for you to choose. Depending on how much you copy will depend on how long it takes. Do not copy multiple times. If you have questions please contact me rchandler@vcccd.edu.

6. Decide if you want to copy everything or just selected items.