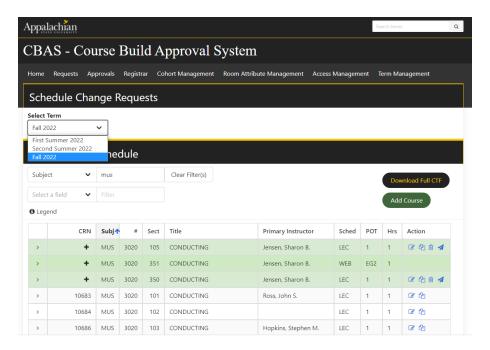
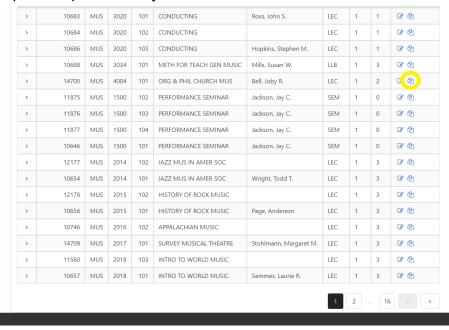
Duplicating a Course

The Course Build Approval System, CBAS, offers you the ability to duplicate a course. This feature can be helpful when you are offering multiple sections of the same course.

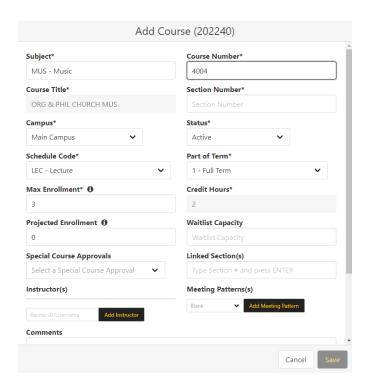
To begin, be sure you are working in the correct term that the course will be in. Use the Select Term dropdown box in the top left of the screen to choose your term.



Locate the course you want to duplicate. Click on the double paper icon next to the paper and pencil icon you have used to edit courses.

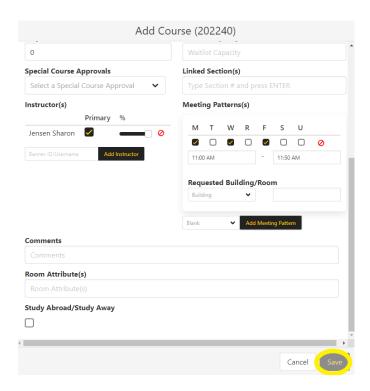


Clicking on the double paper icon will create a fresh new course, a duplicate of the original course with the exception of section number, instructor, and meeting pattern.



From this new course, you can enter the course's section number and edit any other characteristics that will be different from the original one. Remember to add an instructor and the meeting pattern.

Click Save and see the course on your list of courses for that term. It will be color-coded in green since it is a new course.



You can repeat these steps for as many section numbers that are needed for the course.

If you have any questions or need further assistance, email regteam@appstate.edu or dial extension 6818.