

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.

The screenshot displays the 'CBAS - Course Build Approval System' interface. At the top, there is a navigation bar with the Appalachian State University logo and a search box. Below the navigation bar, the main title 'CBAS - Course Build Approval System' is visible, followed by a menu of options: Home, Requests, Approvals, Registrar, Cohort Management, Room Attribute Management, Access Management, and Term Management. The main content area is titled 'Schedule Change Requests'. A 'Select Term' dropdown menu is open, showing options for 'Fall 2022', 'First Summer 2022', 'Second Summer 2022', and 'Fall 2022'. Below the dropdown, there are filters for 'Subject' (set to 'mus') and 'Clear Filter(s)'. There are also buttons for 'Download Full CTF' and 'Add Course'. A table of course sections is displayed below the filters, with columns for CRN, Subject, Section Number, Section, Title, Primary Instructor, Schedule, POT, Hrs, and Action. The table contains six rows of data, with the first three rows highlighted in green.

	CRN	Subj	#	Sect	Title	Primary Instructor	Sched	POT	Hrs	Action
>	+	MUS	3020	105	CONDUCTING	Jensen, Sharon B.	LEC	1	1	📄 📄 🗑️ 🔗
>	+	MUS	3020	351	CONDUCTING	Jensen, Sharon B.	WEB	EG2	1	
>	+	MUS	3020	350	CONDUCTING	Jensen, Sharon B.	LEC	1	1	📄 📄 🗑️ 🔗
>	10683	MUS	3020	101	CONDUCTING	Ross, John S.	LEC	1	1	📄 📄
>	10684	MUS	3020	102	CONDUCTING		LEC	1	1	📄 📄
>	10686	MUS	3020	103	CONDUCTING	Hopkins, Stephen M.	LEC	1	1	📄 📄

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.

>	10683	MUS	3020	101	CONDUCTING	Ross, John S.	LEC	1	1	 
>	10684	MUS	3020	102	CONDUCTING		LEC	1	1	 
>	10686	MUS	3020	103	CONDUCTING	Hopkins, Stephen M.	LEC	1	1	 
>	10688	MUS	3034	101	METH FOR TEACH GEN MUSIC	Mills, Susan W.	LLB	1	3	 
>	14700	MUS	4004	101	ORG & PHIL CHURCH MUS	Bell, Joby R.	LEC	1	2	 
>	11875	MUS	1500	102	PERFORMANCE SEMINAR	Jackson, Jay C.	SEM	1	0	 
>	11876	MUS	1500	103	PERFORMANCE SEMINAR	Jackson, Jay C.	SEM	1	0	 
>	11877	MUS	1500	104	PERFORMANCE SEMINAR	Jackson, Jay C.	SEM	1	0	 
>	10646	MUS	1500	101	PERFORMANCE SEMINAR	Jackson, Jay C.	SEM	1	0	 
>	12177	MUS	2014	102	JAZZ MUS IN AMER SOC		LEC	1	3	 
>	10654	MUS	2014	101	JAZZ MUS IN AMER SOC	Wright, Todd T.	LEC	1	3	 
>	12178	MUS	2015	102	HISTORY OF ROCK MUSIC		LEC	1	3	 
>	10656	MUS	2015	101	HISTORY OF ROCK MUSIC	Page, Anderson	LEC	1	3	 
>	10746	MUS	2016	102	APPALACHIAN MUSIC		LEC	1	3	 
>	14709	MUS	2017	101	SURVEY MUSICAL THEATRE	Stohlmann, Margaret M.	LEC	1	3	 
>	11560	MUS	2018	103	INTRO TO WORLD MUSIC		LEC	1	3	 
>	10657	MUS	2018	101	INTRO TO WORLD MUSIC	Semmes, Laurie R.	LEC	1	3	 

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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.

Add Course (202240)

<p>Subject* <input type="text" value="MUS - Music"/></p> <p>Course Title* <input type="text" value="ORG & PHIL CHURCH MUS"/></p> <p>Campus* <input type="text" value="Main Campus"/></p> <p>Schedule Code* <input type="text" value="LEC - Lecture"/></p> <p>Max Enrollment* ⓘ <input type="text" value="3"/></p> <p>Projected Enrollment ⓘ <input type="text" value="0"/></p> <p>Special Course Approvals <input type="text" value="Select a Special Course Approval"/></p> <p>Instructor(s) <input type="text" value="Banner ID/Username"/> Add Instructor</p> <p>Comments <input type="text"/></p>	<p>Course Number* <input type="text" value="4004"/></p> <p>Section Number* <input type="text" value="Section Number"/></p> <p>Status* <input type="text" value="Active"/></p> <p>Part of Term* <input type="text" value="1 - Full Term"/></p> <p>Credit Hours* <input type="text" value="2"/></p> <p>Waitlist Capacity <input type="text" value="Waitlist Capacity"/></p> <p>Linked Section(s) <input type="text" value="Type Section # and press ENTER"/></p> <p>Meeting Patterns(s) <input type="text" value="Blank"/> Add Meeting Pattern</p>
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Cancel
Save

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.

The screenshot shows a web form titled "Add Course (202240)". The form is divided into several sections:

- Waitlist Capacity:** A text input field containing the number "0".
- Special Course Approvals:** A dropdown menu with the text "Select a Special Course Approval".
- Instructor(s):** A section with a "Primary" checkbox (checked) and a percentage field. Below it, the name "Jensen Sharon" is listed with a checkmark and a red "X" icon. There is a text input field for "Banner ID/Username" and an "Add Instructor" button.
- Meeting Patterns(s):** A section with a table for days of the week (M, T, W, R, F, S, U) and a time range. The table has checkboxes for each day: M (checked), T (unchecked), W (checked), R (unchecked), F (checked), S (unchecked), U (unchecked with a red "X" icon). The time range is "11:00 AM" to "11:50 AM".
- Requested Building/Room:** A section with a "Building" dropdown menu (set to "Blank") and an "Add Meeting Pattern" button.
- Comments:** A text input field labeled "Comments".
- Room Attribute(s):** A text input field labeled "Room Attribute(s)".
- Study Abroad/Study Away:** A checkbox that is currently unchecked.

At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a yellow circle.

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.