

Copying a Course from an Evaluation Term or Session in Eval25

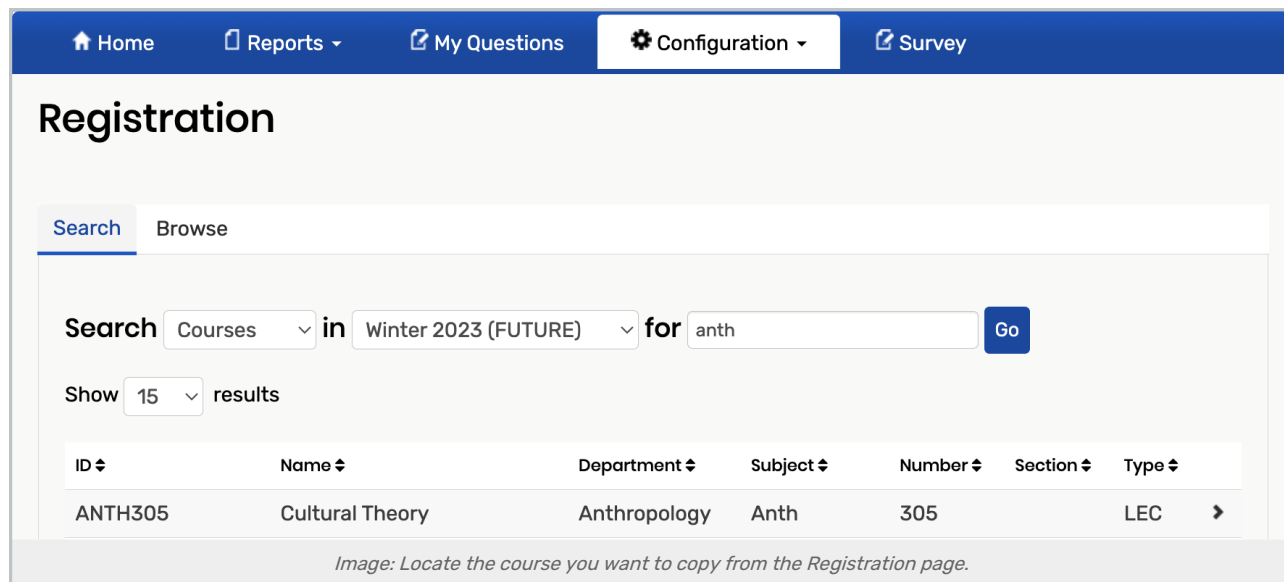
Last Modified on 09/20/2023 4:58 pm PDT

This procedure should generally be reserved for testing purposes prior to the Eval25 system going into production, or in those rare cases where there may be students or instructors in a particular evaluation term or session who are not in your database, and were therefore not in the download file you sent to CollegeNET.

Copying a Course

1. Choose Registration From the Configuration Menu

2. Search or Browse for the Course



Home Reports My Questions Configuration Survey

Registration

Search Browse

Search Courses in Winter 2023 (FUTURE) for anth Go

Show 15 results

ID	Name	Department	Subject	Number	Section	Type
ANTH305	Cultural Theory	Anthropology	Anth	305		LEC

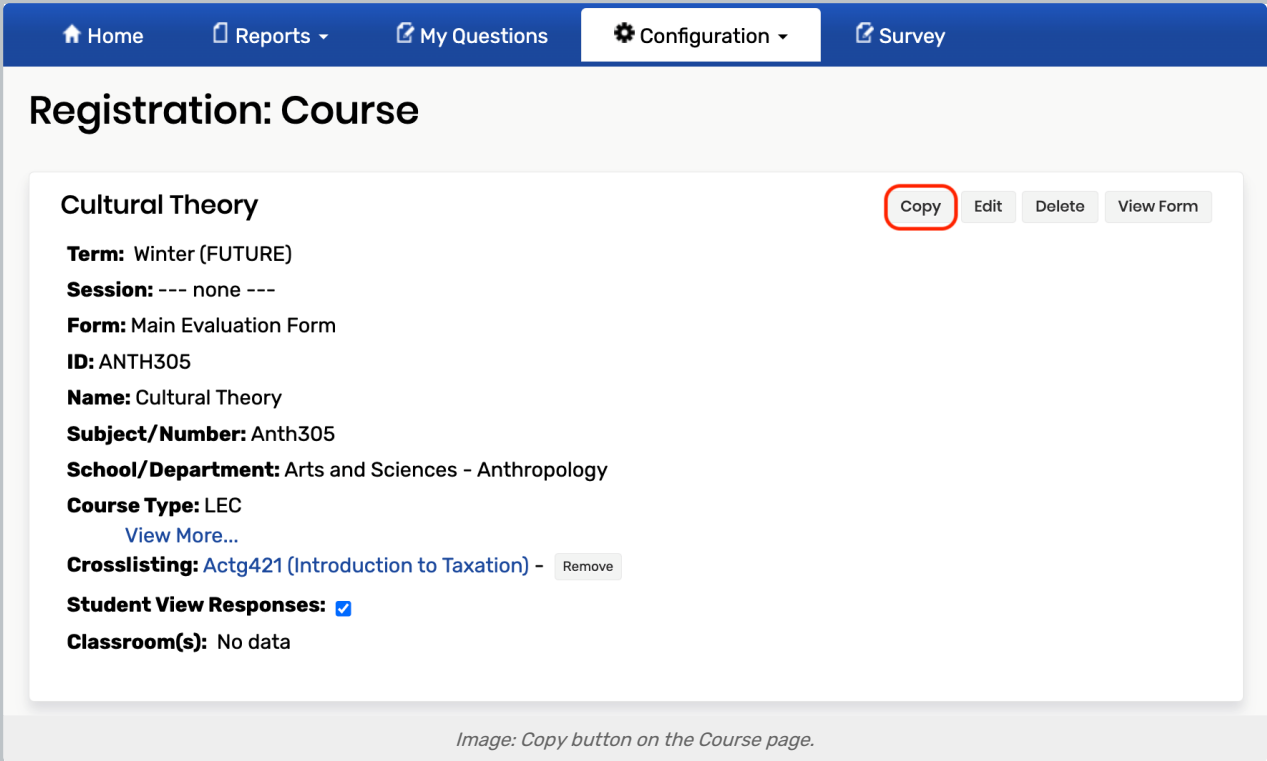
Image: Locate the course you want to copy from the Registration page.

- **To search:**
 - With the **Search** tab selected, choose **Courses** from the **Search** dropdown list.
 - Choose the evaluation term you want to search in.
 - Enter the full or partial name of the course in the search text field (not case-sensitive).
 - Click **Go**.
- **To browse:**
 - With the **Browse** tab selected, choose the **Term**, and optionally the School, Department, Subject, and Number of the course from the dropdown lists.

3. Find the Course in the Results Area of the Page

Select it to open the information page for the course.

4. Click Copy to open the Copy Course to Another Term Window



Registration: Course

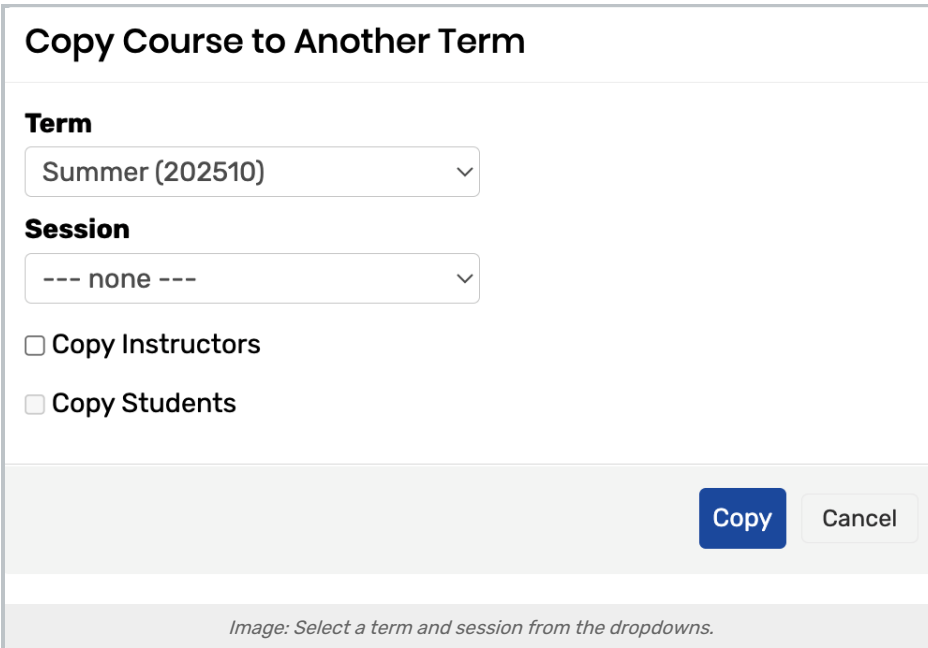
Cultural Theory Copy Edit Delete View Form

Term: Winter (FUTURE)
Session: --- none ---
Form: Main Evaluation Form
ID: ANTH305
Name: Cultural Theory
Subject/Number: Anth305
School/Department: Arts and Sciences - Anthropology
Course Type: LEC
[View More...](#)
Crosslisting: Actg421 (Introduction to Taxation) - Remove
Student View Responses: ☒
Classroom(s): No data

Image: Copy button on the Course page.

5. Select the Evaluation Term you want to Copy the Course to and the Evaluation Session

This only applies if the course is associated with a session.



Copy Course to Another Term

Term
Summer (202510) ▼

Session
--- none --- ▼

☐ Copy Instructors
☐ Copy Students

Copy Cancel

Image: Select a term and session from the dropdowns.

6. Check the Appropriate Copy Box(es)

These will copy the instructors and/or students associated with the course as well.

7. Click Copy
