

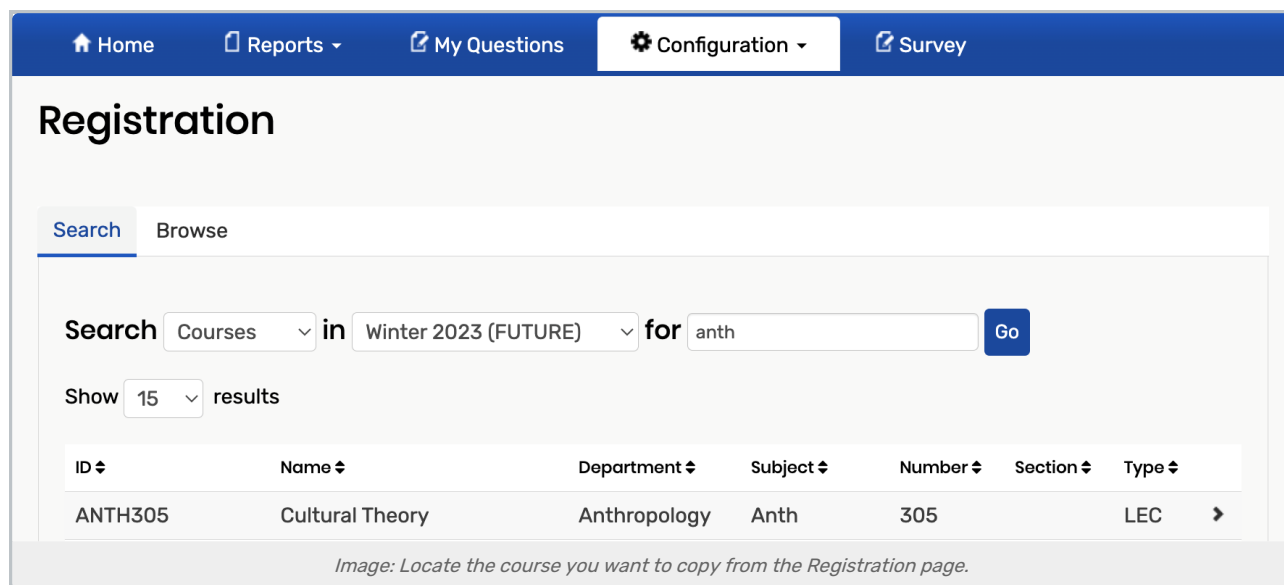
Copying a Course from an Evaluation Term or Session in Eval25

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

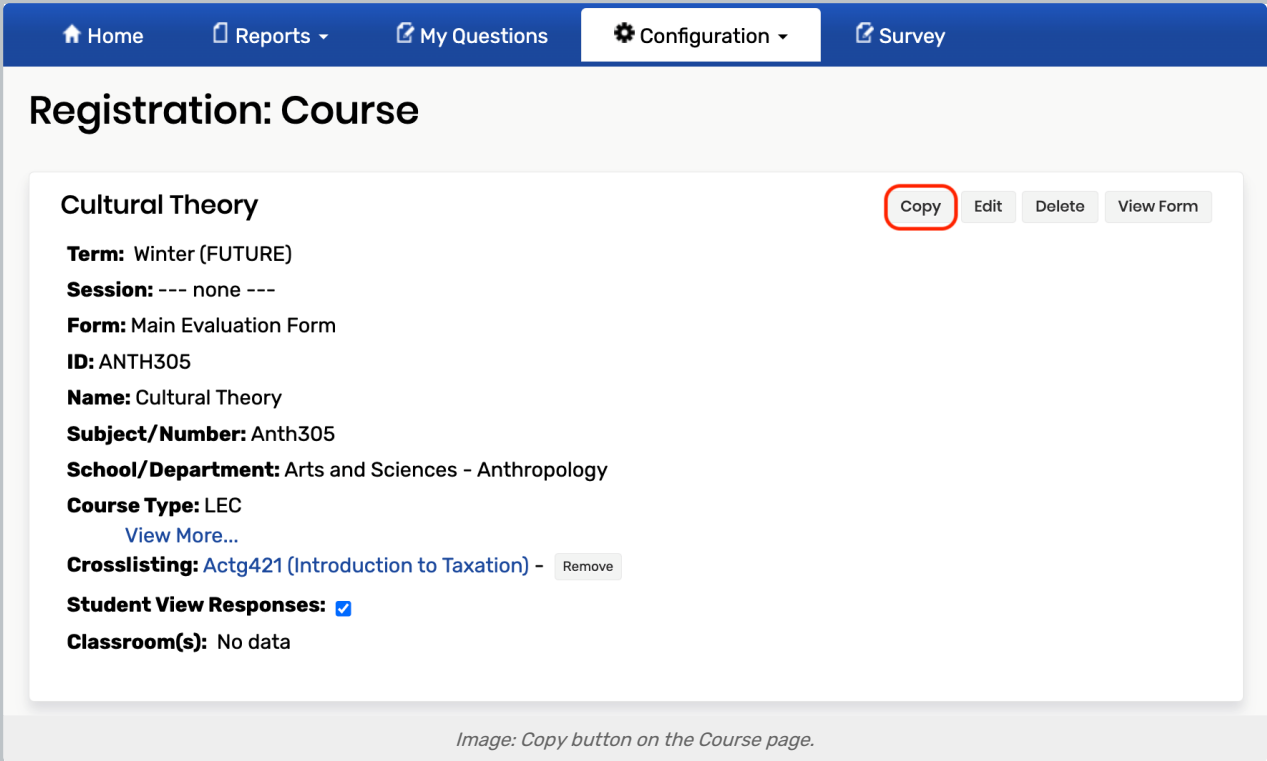
Image: Locate the course you want to copy from the Registration page.

- **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

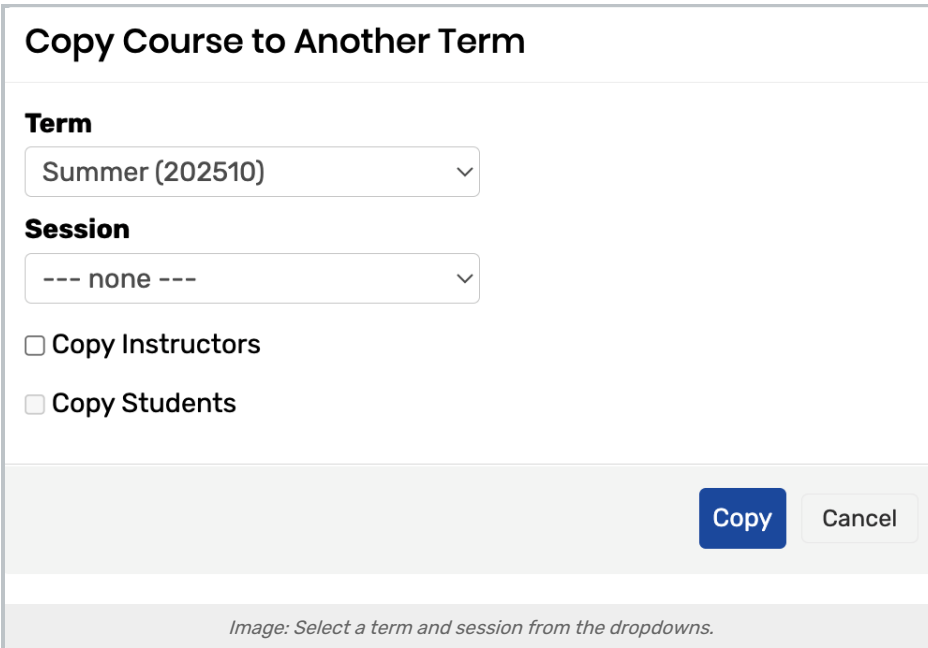


The screenshot shows the 'Registration: Course' page for 'Cultural Theory'. The page has a blue navigation bar with links: Home, Reports, My Questions, Configuration, and Survey. The course details are listed below the title: Term: Winter (FUTURE), Session: --- none ---, Form: Main Evaluation Form, ID: ANTH305, Name: Cultural Theory, Subject/Number: Anth305, School/Department: Arts and Sciences - Anthropology, Course Type: LEC, and a link to View More... The Crosslisting section shows 'Actg421 (Introduction to Taxation)' with a Remove button. The Student View Responses checkbox is checked. The Classroom(s) field shows 'No data'. In the top right corner, there are four buttons: Copy, Edit, Delete, and View Form. The 'Copy' button is highlighted with a red circle.

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.



The screenshot shows the 'Copy Course to Another Term' window. It has a title bar and a main content area. The 'Term' dropdown is set to 'Summer (202510)'. The 'Session' dropdown is set to '--- none ---'. There are two checkboxes: 'Copy Instructors' and 'Copy Students', both of which are unchecked. At the bottom right, there are two buttons: 'Copy' and 'Cancel'. The 'Copy' button is highlighted with a blue background.

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
