Copying and Sharing Your Section to Another Instructor

Connect Training Series

Instructors
COPYING a section provides your colleague with a duplicate of your course section.

It is a one-time, one-direction transaction.

Any course features and assignments in your section at that time will be reflected in the copy:

- Assignment dates
- Policies
- Attached files
- Questions
- Content

Your colleague can edit anything within the copied section.

For example, if you want to make a copy of your section for another instructor to use as a template, you will COPY your course section to your colleague’s account.
Sharing

SHARING a section allows the sharing instructor (typically, a Course Coordinator or Course Lead) to maintain some control over the shared course section.

When you share a section, all course features and assignments in your section at that time are shared:

- Assignment dates
- Policies
- Attached files
- Questions
- Content

Unlike copying, sharing a section with a colleague allows you to control the assignments your colleague will use.

As sharing instructor, you control what your colleague can edit. Sharing a section allows you to see scores and reports from your colleague’s students.

Your colleague, however, cannot see your section’s scores or reports. The sharing instructor sets these parameters as part of the sharing process.
Course Coordinators or Leads

When to SHARE.

If you are a Course Coordinator or a Course Lead, and for consistency, you want to prevent instructors from editing or changing the course content, you will SHARE a course.

Or

If you are a Course Coordinator or Course Lead, and you need to view reporting and course data for instructors’ sections, you will SHARE a course.
Copy a Section

Log in to your Connect account. Under My Courses, locate the course, then the section.

To copy your section into a colleague’s Connect account, click on the Section Options menu.

• Choose Copy Section.
Find Colleagues

On the Copy Section screen, enter the email address used by your colleague.

• Select Find Colleagues.

• Select Copy when you’ve found the correct colleague.
Sharing (not copying) a Section with a Colleague

To share your course, click on Section Option menu.

• Select Share Section with colleague.
Create Shared Sections

On the share section screen, enter the email addresses used by your colleagues.

• Select Find Colleagues.

• Select the number of sections that need to be created in your colleague’s account.

• Select the edits that your colleague will be able to make in his or her sections.

• Click Share for the sections to be created in your colleague’s account.
Support and Resources

TECH SUPPORT & FAQ:

CALL: (800) 331-5094

EMAIL & CHAT:
mhhe.com/support

MONDAY-THURSDAY: 24 hours
FRIDAY: 12 AM - 9 PM EST
SATURDAY: 10 AM - 8 PM EST
SUNDAY: 12 PM – 12 AM EST

FIND MORE SUPPORT:
supportateverystep.com

FIND MORE TIPS:
mheducation.com/highered/ideas