



FORT HAYS STATE UNIVERSITY

LEARNING TECHNOLOGIES

Forward thinking. World ready.

Creating a Course Copy Request

1. Begin by logging into <https://requestcat.fhsu.edu/> with your FHSU TigerNetID without “@fhsu.edu”.

Username:

Password:

Login

For local help, please contact root

2. In the top right, click the dropdown arrow and select “Course Copy Request” and then click “New Ticket in.”

3. Select the courses you wish to be the origin and destination course.
 - When choosing the origin course, you may have numerous courses and have trouble finding the right course. A new feature allows you to use a search bar to find the specific course you wish to use as seen here:
 - Tip: You can also use the search bar to filter through your classes by semester. An example would be entering in “F2019” into the search by and then all your fall 2019-semester courses would be listed below.

Questions? Contact TigerTech at 785-628-3478. FACULTY ONLY email bbsupport@fhsu.edu.



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4. If you are using articulate lectures in your course, please select “Yes”!

Follow this link a tutorial on checking if your course has articulate lectures:

<http://tigerlearn.fhsu.edu/knowledgebase/how-to-check-your-course-for-articulate-lectures/>

5. Course copy from other Instructor

- a. If you need a course copy from another instructor's course, you will need to be added into that course as an instructor by the other instructor. Then, you will see that course in ticket request after 24 hours.
- b. If you already have email permission from other instructor or the department chair, paste a snapshot of the email in the comments section of the request.
 - i. When filling out the form, just select any course for the origin and destination course and type the correct full course ID in the comments. We will double check the comments section before we do course copy!

6. Once you have finished filling out the form select “Create” and you should receive an email notification from Requestcat ticket system!

7. Here is a video tutorial on how to submit a course copy request:

<https://app.vidgrid.com/view/TzDdvtG7PnoD>