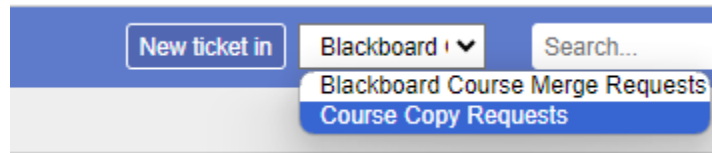


# Creating a Course Copy Request

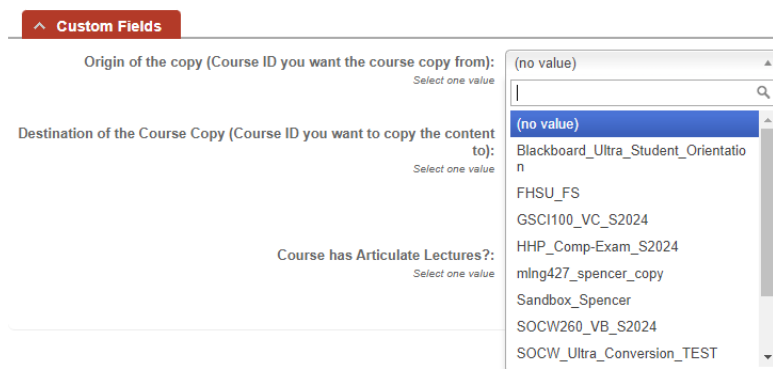
1. Begin by logging into <https://requestcat.fhsu.edu/> with your FHSU TigerNetID without “@fhsu.edu”.



2. In the top right corner of your screen, 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.
  - a. 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:

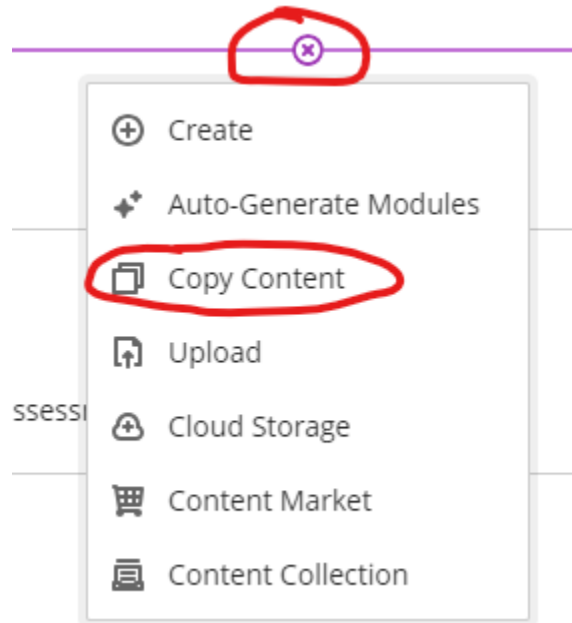


- Tip: You can also use the search bar to filter through your classes by semester.

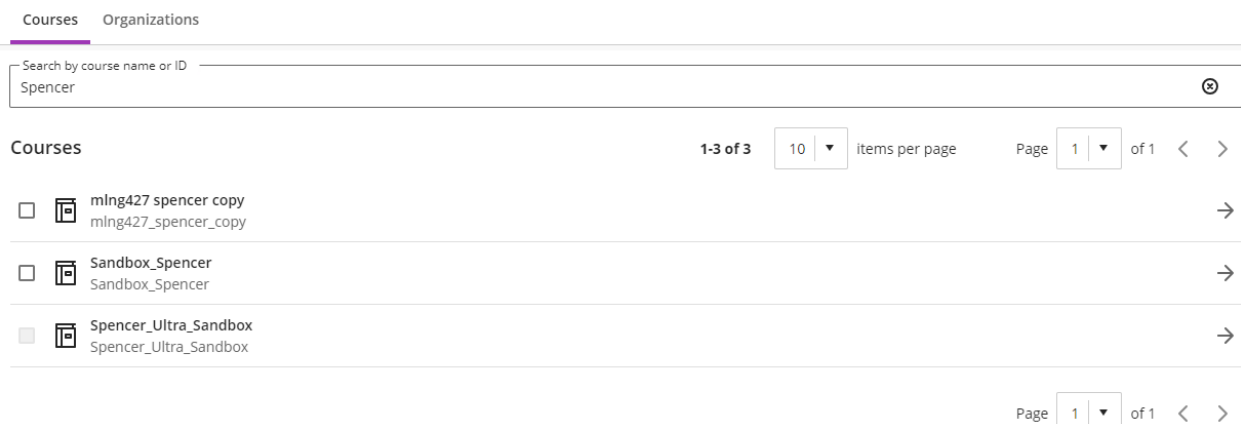
4. Course copy from other instructors:
  - a. If you need a course copy from another instructor's course, you will need to be added into that course as an instructor by the other instructor. Then, you will see that course in ticket request after 24 hours.
  - b. If you already have email permission from 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!
5. Once you have finished filling out the form, select "Create" and you should receive an email notification from the RequestCat ticket system.

# How to do a Course Copy yourself

1. You will need to make sure that you are enrolled into both the origin course and the destination course. If you need to be enrolled into a course, please send in a ticket to our ticketing system here:  
<https://tawk.to/chat/64b93e03cc26a871b029a0fc/1h5ppkg0f>
2. In your **destination** course, click small circle icon in your course content area, then click “Copy Content”.

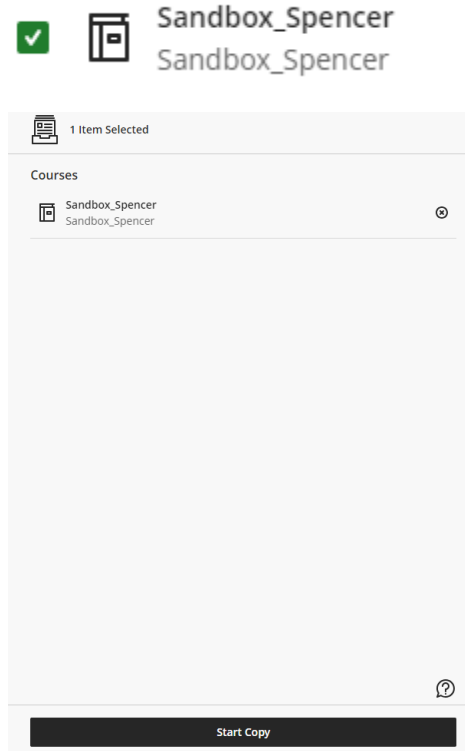


3. Search for your origin course in the search bar underneath “Courses”, or look through the pages of courses to find your origin course.



4. There are two options from this point:


- i. If you need the entire origin course copied into the destination course, click the small box next to the course ID and click “Start Copy” at the bottom right of the screen.




- ii. If you need only some of the content to be brought over from the origin course, click the arrow to the right of the course ID. This will bring you to the content inside of the course. Use the boxes on the left of the screen to choose which content you want to be brought to the destination course, then click “Start Copy”

 Sandbox\_Spencer  
Sandbox\_Spencer




-  Syllabus


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-  Start from Here


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-  Learning Modules


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-  Exams

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-  apples

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-  Assignments

5. There might be a waiting period after the copy, but now your course should now have all the content that you specified