

Learning Management System user guide: Subject Copy

COPYING A SUBJECT

The **Subject Copy** function allows a subject co-ordinator to copy materials from an existing subject into a new semester instance. It is recommended that the existing subject menu items are removed in the new subject instance prior to performing a subject copy.

1. In the *Control Panel* of your subject, select **Subject Copy** from the *Subject Options* module.
2. On the *Subject Copy* page, select **Copy Subject Materials into an Existing Subject**.
3. Click the **Browse** button associated with the *Destination Subject ID* option.
4. In the pop-up window, enter your search criteria to locate the subject you wish to copy the material to. Click **Search**.
5. When the search results are presented, click the **Select** button associated with the subject you wish to copy the material to.
6. On the *Copy Subject Materials into an Existing Subject* page, select the checkboxes for materials to be copied.
7. Click **Submit** and then **OK** on the following receipt page. Your request is queued and an email sent to you when the system has completed the subject copy.

Report any errors or omissions in this user guide to:

les-guides@unimelb.edu.au

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