



Admin: Cloning Tools>Course & Community Cloning – Version 8.1

For Admin Users

The Cloning tools on the left-hand side of the Administrative Panel allow Admin users the ability to clone courses, communities and content within the LMS system, as well as create a log of completed cloning entries. This tutorial will cover the features of the Course Cloning tab within the Cloning Tools dropdown.

Admin Panel>Cloning Tools>Course Cloning:

From the Course Cloning tab, Admin users will be able to clone previously created courses enabling the ability to easily offer multiple sections of the same course. Admin users may filter courses in two ways.

- **To filter courses Admin users have the following options:**
 - A specific course can be found by selecting all or the specific Instructor of the course from the drop down list titled Instructor, then by selecting all or the specific term from the drop down list titled Term, and last by typing key words in the open search box, then selecting the blue SUBMIT button.
 - A specific course or courses may be selected from the section titled Select Courses to Clone. Here, Admin users may scroll through a list of all courses found in the LMS organized by term. Admins may select one or more courses to clone by check marking the course in the box to the left of the Course title. Admins may also select ALL courses in ALL terms by check marking the box found in the Select Courses to Clone blue title header.

- **Once a specific course or group of courses are selected, an Admin will need to:**
 - Select a term to clone the new course to from the list found under the section titled Select Term to Clone Courses Into, by check marking the box to the left of the term's title. Admins will also need to determine if the newly cloned course will retain the same instructor. If not, Admin users will need to select a new Instructor from the drop down list titled Change Instructor.

- **This step is optional.** Admin users may select content to copy from each course tool. If an Admin does not select specific content all of the selected course's content will clone to the newly created course. From the section titled Select Content to Copy: Optional, Admins select the tool from which they wish to copy content by check marking the box to the left of the tool's title. Once the tool has been selected, the Show Each option will appear. If selected, a Check All option and a list of content housed in the tool will appear. Admin users may select all content by check marking the box to the left of the Check All option. Also, content can be individually selected by check marking the box to the left of the content's name.
 - **NOTE:** All options must be saved by selecting the blue SUBMIT button to launch the process of cloning the course.

Admin Panel>Cloning Tools>Community Cloning:

From the Community Cloning tab, Admin users will be able to clone previously created communities enabling the ability to easily offer multiple sections of the same communities. Admin users may filter communities in two ways.

- **To filter communities Admin users have the following options:**
 - A specific communities can be found by selecting all or the specific Administrator of the communities from the drop down list titled Administrator, then by selecting all or the specific Category from the drop down list titled Term, and last by typing key words in the open search box, then selecting the blue SUBMIT button.
 - A specific community or communities may be selected from the section titled Select communities to Clone. Here, Admin users may scroll through a list of all communities found in the LMS organized by term. Admins may select one or more communities to clone by check marking the communities in the box to the left of the Community title. Admins may also select ALL communities in ALL categories by check marking the box found in the Select Communities to Clone blue title header.
- **Once a specific community or group of communities are selected, an Admin will need to:**
 - Select a category to clone the new community to from the list found under the section titled Select Category to Clone Communities Into, by check marking the box to the left of the term's title. Admins will also need to determine if the newly cloned communities will retain the same administrator. If not, Admin users will need to select a new administrator from the drop down list titled Change Administrator.

- **This step is optional.** Admin users may select content to copy from each community tool. If an Admin does not select specific content all of the selected community's content will clone to the newly created communities. From the section titled Select Content to Copy: Optional, Admins select the tool from which they wish to copy content by check marking the box to the left of the tool's title. Once the tool has been selected, the Show Each option will appear. If selected, a Check All option and a list of content housed in the tool will appear. Admin users may select all content by check marking the box to the left of the Check All option. Also, content can be individually selected by check marking the box to the left of the content's name.

- **NOTE:** All options must be saved by selecting the blue SUBMIT button to launch the process of cloning the community.

This concludes the Admin Panel>Cloning Tools>Community Cloning tutorial.

