



Evergreen Course Copy and Duplication Instructions

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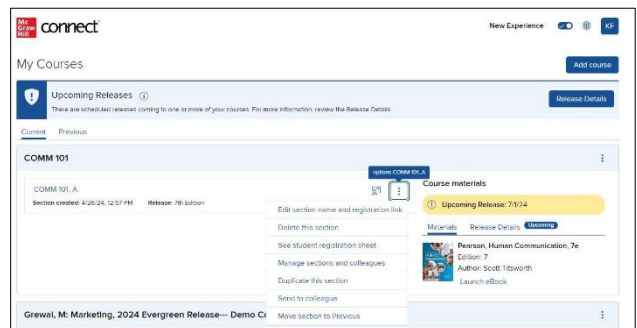
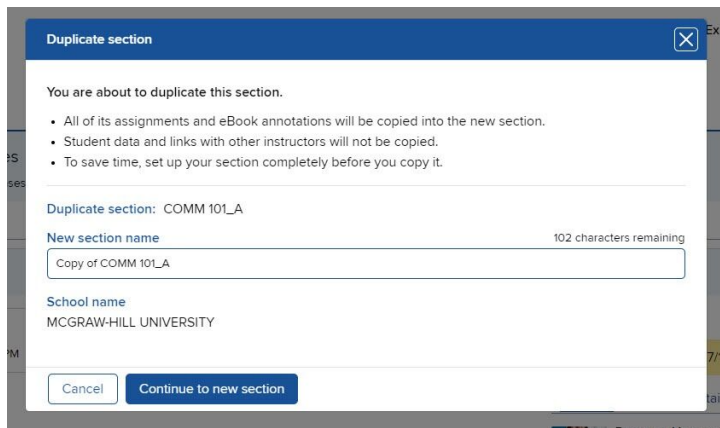
Let's take an existing connect course section and duplicate it for use in an upcoming term. This is important if the product you are using is in McGraw Hill's new Evergreen delivery model. Evergreen provides content currency, new tools, and the most updated accessibility standards delivered directly to your existing McGraw Hill Connect course, all without having to build a new course.

Titles that are in our new Evergreen delivery model will receive these updates as part of "digital releases" to your Connect course. Within Connect, notifications about upcoming releases will appear on your My Courses and Section Dashboard pages.

When a new release is live, on or after the release date, all newly created, copied, or duplicated Connect sections will receive the latest updates. This will include any new sections generated using the "send to colleague" function. Any courses or sections created before the release date will maintain the content version available at the time of creation. This means that the content and version of your connect course will not change during an ongoing course. Also, note that any shared connect sections, using the sharing functionality will maintain the content version used in the parent section.

If you do not want your course to update with the Evergreen release, you must copy or duplicate your section before the release date and may want to make several copies depending on the number of sections you teach and how long you plan to delay the updates.

If you want to reuse your current course again for the next term, use the "duplicate section" function. On the My Courses page click the three dots drop-down menu and select duplicate this section. Rename the new section appropriately, including the specific term you plan to use it for. Then click Continue to new section.



This will take you to your new section dashboard for the new course. Remember, you'll only receive the latest Evergreen release content if you duplicate your course on or after the release date. You can see which release your course is currently using under "Release Details" on your section homepage. If you want to begin preparing your future semester before the release date, duplicate your course before the release, make adjustments as needed and then

duplicate the course again after the release date to receive the Evergreen release updates and to incorporate updated content into your course.

Once your new sections have been created you may want to edit your assignments to incorporate new activities and update any assignment due dates for the new term.