

Course Cloning

Follow the below steps to clone a course:

1. Click on the **Admin** tab on the top of your home page
2. Click on **Cloning Tools** under the left-hand side menu, then click on **Course Cloning**
3. Search by **Term** or type in the **Course Name** in the search bar
4. Click the box next to the **Course Name/s** you want to clone
5. Click the button next to the **Term** you want to clone the course into (Note: you may want to create a new term for your cloned courses, [see page 2](#))
6. Click **Description**, **Lessons**, and **Sidebar Settings**, (These are the typical selections used to clone a STAR course. Adjust as needed)
7. Click **Submit**

For detailed instructions with screenshots, see pages 4-6 of the [Creating Custom Content with Templates](#) guide.

Content Cloning

Follow the below steps to clone content:

1. Click on the **Admin** tab on the top of your home page
2. Click on **Cloning Tools** under the left-hand side menu, then click on **Content Cloning**
3. Search by **Term** and click **Submit**
4. Click the button next to the **Course** you want to copy material from
5. Choose the **Term** that you want to copy material to from the **Clone to All Courses in a Term** drop down menu
6. Check the box next to the **Course** that you want the material to go into
7. Select the content you would like to clone
8. Click **Submit**

Note: Except for [Reminder Emails](#), Content Cloning is typically for advanced users.

CREATE A NEW TERM (IF NEEDED)

Terms Management
Add New
+

Admin Overview

- ✎ Config & Settings ▾
- 👤 User Management ▾
- ☰ Application Management ▾
- 🗪 Courses & Communities ▲
 - » Campus
 - » Terms
 - » Categories

Administration

COURSES » TERMS » ADD

*** Custom identifier**

*** Name**

Start Date

End Date

Grade Submission Deadline

Sort Order

Status

Save

Custom Identifier—this can be anything as long as it’s unique. STAR uses the Term Name as the Customer Identifier

Name—The name displayed within the LMS. For example, Orientation—2022

Start Date—this is the date the courses become VISIBLE outside of the Admin tab

End Date—this is the date the courses are REMOVED from student view

Grade Submission Deadline—leave blank

Click **Save**