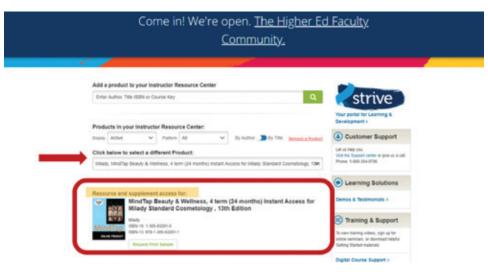
From the Instructor Resource Center dashboard, use the drop-down menu to locate the desired MindTap product. When selected, it will display under "Resource and supplement access for."



2 Click "Create Course."



Topic: Copying a MindTap Course

Level: Intermediate



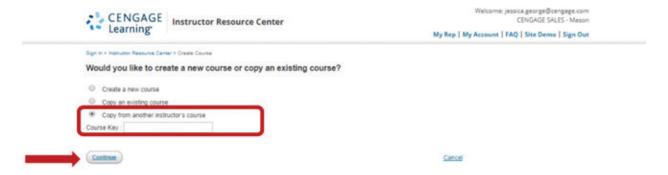
There are two options when copying a course. Option 1: Copy an existing Course. Option 2: Copy from another instructor's course.



Option 1: Copy an existing course. Select "Copy an existing course" and choose the course you would like to copy from the drop-down menu of your current courses. Then click "Continue."



Option 2: Copy from another instructor's course. Select "Copy from another instructor's course." Then enter the Course Key from the instructor's course you would like to copy. Then click "Continue."



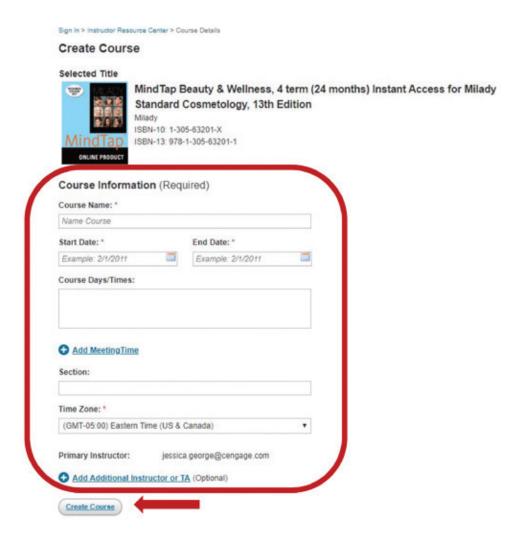
2

Topic: Copying a MindTap Course

Level: Intermediate



After selecting either one of the above options, you will be prompted to the following screen. Proceed with filling in the required fields. When complete, click "Create Course."



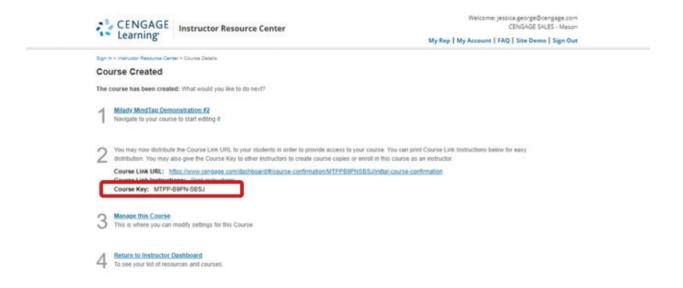
Please Note: When selecting "Start Date" and "End Date" students will only be able to access the Course Key given for this course during that specified time frame. Students will not have access before the start date or after the end date.

Topic: Copying a MindTap Course

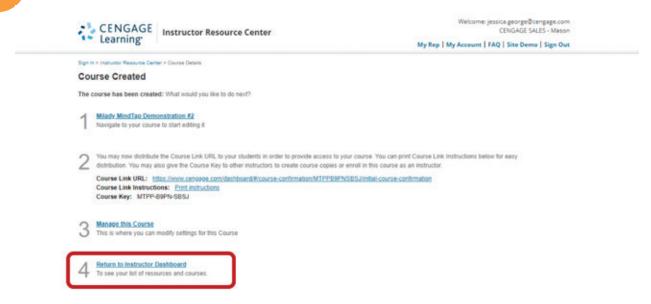
Level: Intermediate



You've now copied a course. You will see 4 options for next steps. The Course Key is listed under line number 2. Write down this unique Course Key as this should be shared with students and other instructors for access to the course. To add instructors to a course later, please view "Adding Additional Instructors" Tutorial/PDF.



Return to the Instructor Resource Center by clicking the link on number 4.



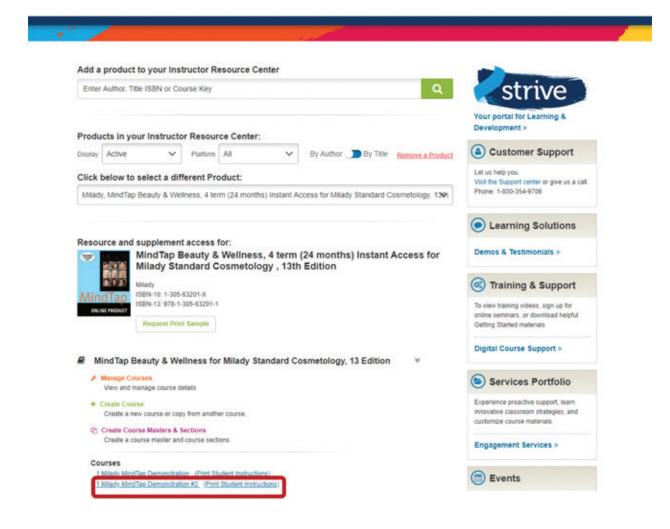
Topic: Copying a MindTap Course

Level: Intermediate



7

By clicking on the course name, you will see the copied course details and now have full use of the copied course.



Topic: Copying a MindTap Course

Level: Intermediate

