Copying a class

Themis Training Administrator enables you to use the **copy class** function to duplicate an existing class record. This function is useful if you are creating a number of classes with similar information and structure.

**Note:** copying a class will not copy any sessions, resource bookings or enrolments that have been recorded against the original class. If you require any of these items, you will need to create them within the new class record.

1. Navigate to the Catalog screen and use the **search** function to retrieve the class you wish to copy.
   - Enter the full or partial name of the course (use the % wildcard to widen the search) in the search field and click the **Go** button.
   - The Catalog Search results table will display.
   - Click on the **View in Hierarchy** icon in the Catalog Search results table.
   - The selected course and all associated offerings will display.
   - Locate the appropriate offering in the Catalog Object table and click on the **Classes** link.
     - The Classes screen will display.

2. Click on the **Copy** icon associated with the class record you wish to copy.
   - A warning message will display.

3. Click on the **Yes** button to continue with the copy.
   - A confirmation message will display advising that the new course has been created. **Note:** the name of the new course will be the same as the original with an alphabetic suffix appended (i.e.: if the original course is *Fun Times With Themis 25-Nov-13*, the copied course will be called *Fun Times With Themis 25-Nov-13 a*).
4  Click on the **Class name** link of the newly created class. The Class screen will display.

```
Catalog > Classes
Fun times with Themis 25-Nov.13 a: Class
```

5  Click on the **Update** button and update the class details as required. For example, you may wish to update the class scheduled date and/or time, additional information, etc. **Note:** Themis will update the class title automatically to reflect any change you make to the scheduled start date.

Once you have created the new course, you may then create sessions, book resources and/or enter enrolments, as required. For further details on these processes, refer to the appropriate reference card:

<table>
<thead>
<tr>
<th>Process</th>
<th>Reference Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating session</td>
<td>Creating a class and class sessions</td>
</tr>
<tr>
<td>Booking resources</td>
<td>Booking resources</td>
</tr>
<tr>
<td>Entering enrolments</td>
<td>Manually enrolling staff members in a class</td>
</tr>
</tbody>
</table>