V. Duplicating a Course Materials List

Departmental administrators may want to duplicate a book list across all sections of a course, or may want to duplicate a book list from a previous semester.

1. Duplicate a list from the current semester.

1.1 While in the record of the course materials list you would like to duplicate, click on this link.

1.2 Check the course section(s) to which you would like to copy the selected text list.

1.3 Click “Submit.”

Tip: Once you duplicate a book list from one section of a course to another, those two sections will be linked and will share a book list. So if some sections of a course will use different editions of a text—or if some sections of a course will have a slightly different course materials list than others—you must create separate records for those courses.
1.4 BookList will cluster courses with duplicated book lists.

2. Duplicate a list from a previous semester.

2.1 Find your course in your department’s list of courses and click “Edit Book List.”

Tip: After you have duplicated a text list, any further changes you make to that list will apply to all sections of the course that share the list.

Tip: You will be able to add to, delete from, and otherwise edit lists copied from a previous semester, so you can use a copied list as a starting point for a new course materials list.
2.2 Once in the record for your course, use this drop-down menu to choose the semester of the course materials list you would like to copy. Please note: you can only copy a text list from a previous version of the same course whose record you are editing.

2.3 When you have found the course whose text list you would like to copy, click this button.

2.4 This warning message will appear. If you are certain that you want to replace your current course materials list with the selected course materials list, click “OK.” Please note: overwritten information cannot be recovered.