VI. UNLINKING DUPLICATE LISTS

Once a course materials list is copied to an additional section of a course, the course records will be linked. This means that any further changes you make to that course materials list will apply to all sections of the course that share the list. If you want to make changes to the course materials list for only one section of a course, you must first unlink the records, and then create a new course materials list for that section.

1. In the full list of courses offered by your department, find the record you would like to unlink; click “Apply To Another Section.”

1.2 Uncheck the course section(s) you want to unlink.

1.3 Click “Submit.” You will now be able to create a new text list for your course.