Course Reserves: cloning a course

This video will demonstrate how to clone a course reserves list from a previous term. Cloning saves you time from re-entering information for hard copy or electronic items that you are putting on reserve again.

You will find a link to Course Reserves in the **Quick Links box** on the library’s homepage at [lib.uwaterloo.ca](http://lib.uwaterloo.ca)

Click the link to go to the login page.

Log in with your WatIAM username and password.

Updated 2017-03-01 by Course Reserves [libreser@library.uwaterloo.ca](mailto:libreser@library.uwaterloo.ca) or 519-888-4567 ext. 33648
The Main Menu screen will open.

From the Instructor Tools menu in the left navigation panel, click on “Previous Courses”.

From the list of Previous Courses, click the “Course Home” link beside the course that you want to clone. This will open the Course Details page.
Next, click on the “Clone Course” option from the Instructor Course Tools menu.

The Clone Course form will open.

The Course Number, Section Number, Instructor, Department and Reserves Location fields will auto-populate. You can edit the information in these fields, if necessary.

*Remember to select a term for the course from the dropdown menu.
If you want to use the same item tags again, check the “Clone Item Tags” box.

Uncheck any items that you do not want cloned with the course.

Uncheck any Course Proxies or TAs that do not need access to the cloned course.

Review your selections and click the “Clone Course” button at the bottom of the form.

You should see a brief message that the course cloned successfully.

If you cloned the course to the current term, it will appear in your list of Current Courses. If you cloned the course to a future term, it will be added to your Upcoming Courses list.

Upcoming courses will automatically move to your Main Menu when the term they are associated with becomes active.

Thank you for watching.