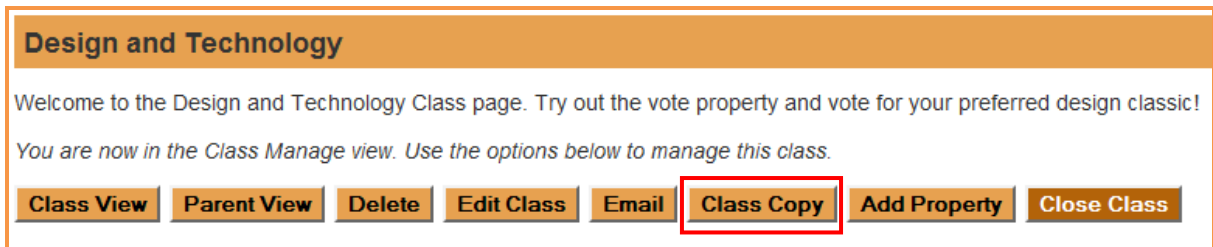
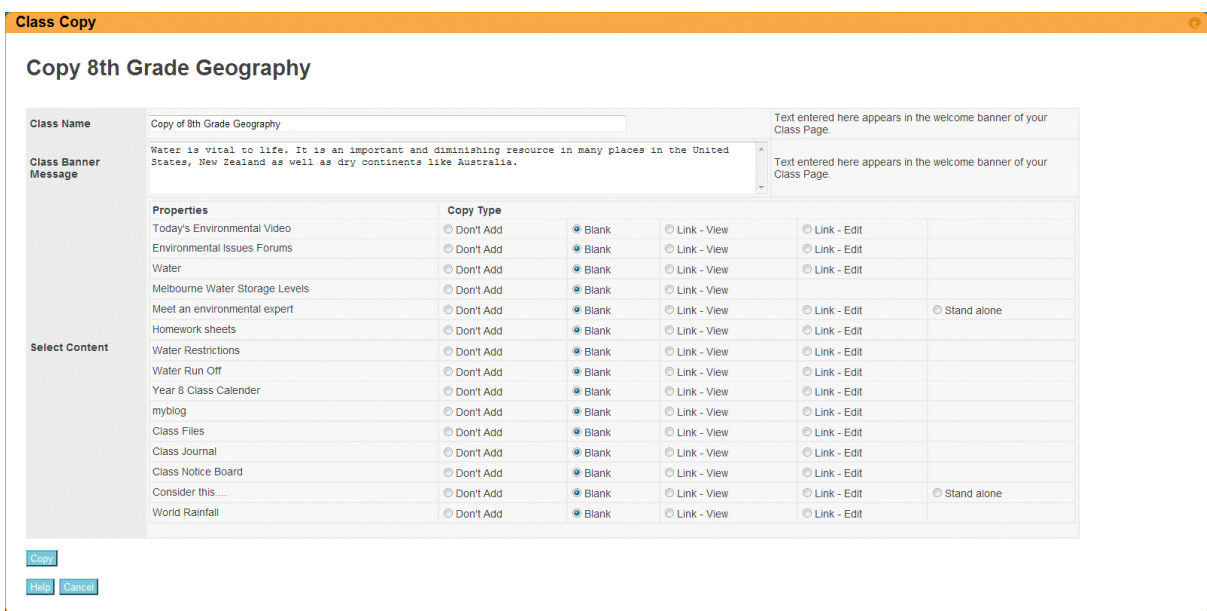


To assist in creating new classes, there is now a function to copy an existing class. This feature provides a 'Copy Class' button when accessing a class in 'Manage' mode, as shown below.



When the Copy Class button is clicked, a new screen loads listing all of the Properties that have been created in the class that is being copied, and which can be added into the copy that is about to be created.



The Class Maintainer can choose which Properties to copy into the new class using the following options:

- Don't add** Doesn't copy this object into the new class.
- Blank** Only the original Property details (name and description) and configuration options (eg: Subject, Keywords, Category, etc.) are copied. Content is not copied (This is the default selection).
- Link – view** Copies the Property into the new class and links it to the original version of the Property. The Maintainer of the new class can only view the Property. Any changes made to the original Property (in the original class) are seen in the copied class. This is useful for publishing read only information to copies of classes.
- Link – Edit** Copies the Property into the new class and links it to the original version of the Property. Maintainers of the new class can edit the content of the copied Property. Changes made to the Property in the copied class will be visible in the original class and vice versa. **Note** that the Maintainer of the original

class is only able to select this option if they also have edit permissions over the Property itself.

Stand Alone A new copy of the Property is made and added to the class. This is the same as using the Property Copy function, except 'Copy of' is not appended to the beginning of the copied Property's name. This option is only available if:

- The "Allow Editors and Maintainers to copy this Property" checkbox has been checked on the Property's sharing interface.

In the process of copying the class the Class Name and Class Banner Message can be edited as required.

Note: When a class room is copied, the position of the Properties on the new class is different to the original. However, they can be moved around to make the copy appear the same as the original.

To Copy a Class

1. Log on to MySuite as a user with rights to "Manage" the class to be copied.
2. Navigate to that class and select the Manage view.
3. Click the **COPY CLASS** button to copy the Class Page.
4. In the class copy screen edit the title of the class and the banner Message.
5. Choose which copy options (don't add, bank etc) that are to apply to the Properties being copied. Click the **COPY** button.
6. Navigate back to the MyClasses foyer.
7. From the Class Summary select the newly copied Class and click "Manage".
8. Click Edit Class.
9. Click Members.
10. At the user's option, students and groups may now be added to the class.
11. "Publish" the copied class to another teacher by clicking "Maintainers" and entering the MySuite Email address the teacher.
12. Click **FINISH** at the bottom of the page. The class is now copied and shared to another user.