

How do I copy an event to other sections of my course after I've already created the event?

Navigate to your course by expanding the **Personal** section and clicking on **My Courses**.

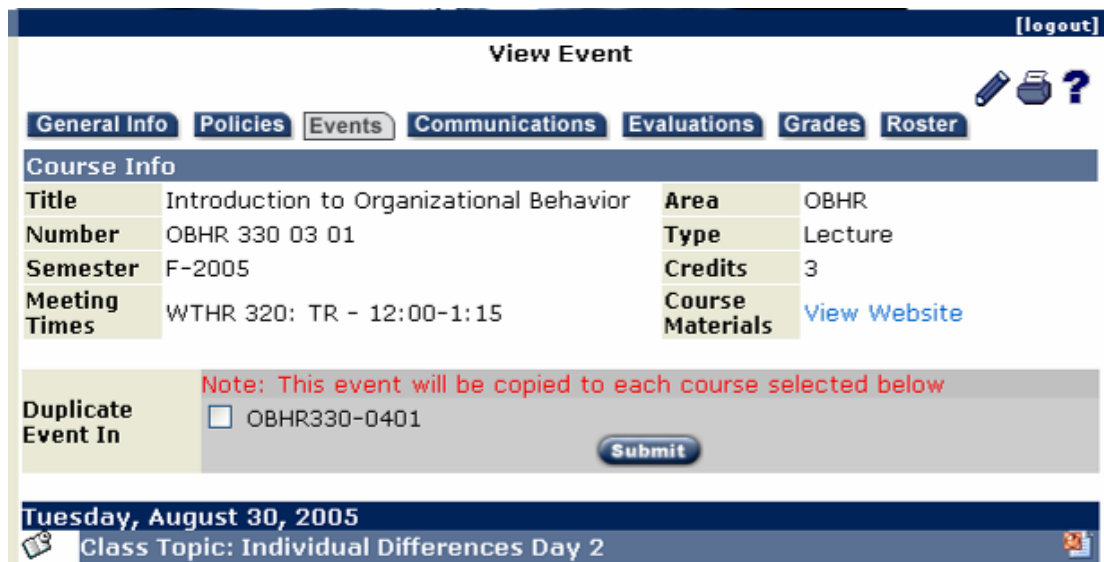


Click on the course number of the course you want to edit.

Click on the **Events** **Events** tab. Navigate through the calendar until you find the event you wish to copy.

You will **NOT** be able to edit individual events if you click on the **Show All** **Show All** button. If you have clicked the **Show All** button, click on the back button in our browser to go back to the Events Calendar and navigate to the event you want to copy.

Click on the event itself that you wish to copy, not on the date of the event. Once the event has opened, you should see an option that will allow you to **Duplicate Event In** another section. Select the checkbox of each section you would like for this event to appear and click **Submit**.



View Event [logout]

General Info Policies **Events** Communications Evaluations Grades Roster

Course Info

Title	Introduction to Organizational Behavior	Area	OBHR
Number	OBHR 330 03 01	Type	Lecture
Semester	F-2005	Credits	3
Meeting Times	WTHR 320: TR - 12:00-1:15	Course Materials	View Website

Duplicate Event In OBHR330-0401 **Submit**

Note: This event will be copied to each course selected below

Tuesday, August 30, 2005
Class Topic: Individual Differences Day 2