

## 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**.

A screenshot of the "View Event" page in the KATALYST system. The page has a dark blue header with a "[logout]" link. Below the header is a navigation bar with tabs for "General Info", "Policies", "Events", "Communications", "Evaluations", "Grades", and "Roster". The "Events" tab is selected. The main content area is titled "Course Info" and contains a table with the following information:

<b>Title</b>	Introduction to Organizational Behavior	<b>Area</b>	OBHR
<b>Number</b>	OBHR 330 03 01	<b>Type</b>	Lecture
<b>Semester</b>	F-2005	<b>Credits</b>	3
<b>Meeting Times</b>	WTHR 320: TR - 12:00-1:15	<b>Course Materials</b>	<a href="#">View Website</a>

Below the table is a section for "Duplicate Event In" with a red note: "Note: This event will be copied to each course selected below". There is a checkbox next to "OBHR330-0401" and a "Submit" button. At the bottom of the page, there is a dark blue bar with the date "Tuesday, August 30, 2005" and the class topic "Class Topic: Individual Differences Day 2".