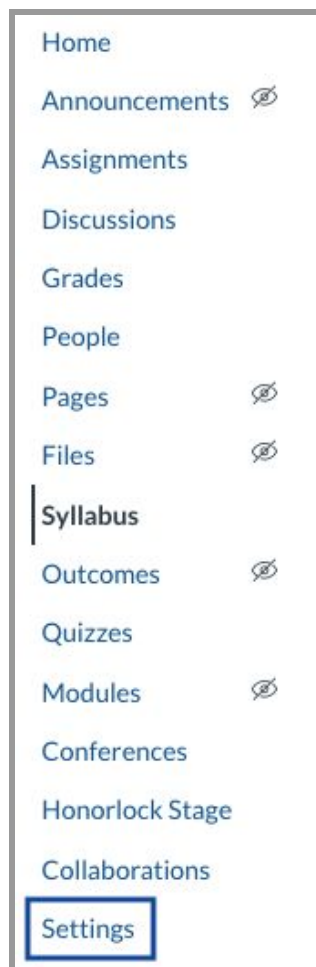


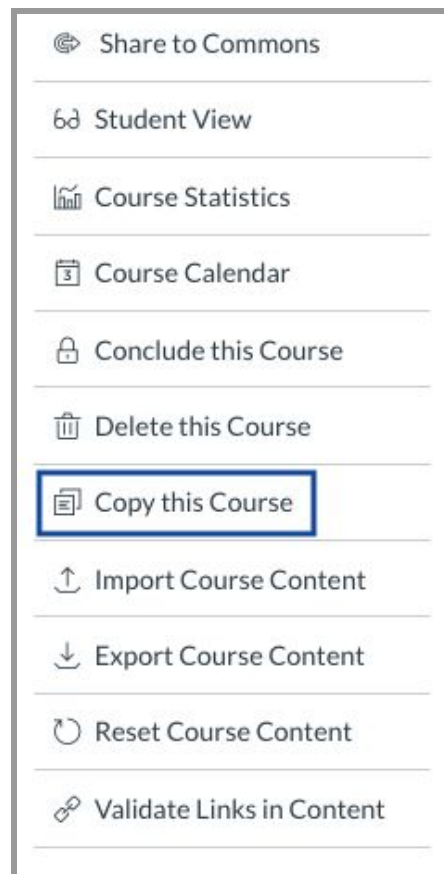
Preparing for the start of a new semester has never been easier! Course copy now allows you to carry over your Honorlock enabled exams from semester to semester, while maintaining your desired Honorlock settings for each assessment.

## Copying Your Course

1. Login to your Canvas instance as an instructor and navigate to the course you would like to copy.
2. Click on **Settings**, located within the navigation panel on the left.



3. Click on **Copy this Course**, located within the navigation panel on the right.



4. Proceed to enter the details for your new course. The following fields will be required: **Name**, **Course Code**, **Start Date**, **End Date**. Additionally, select whether you would like to carry over all of your course's content, or only copy specific items. You will also need to decide whether you would like to adjust the events and due dates for your new course. Once you have made all of your preferred selections, click on the **Create Course** button.

### Copy HL Stage

Please enter the details for the new course.

**Name**

**Course Code**

**Start Date**

Wed Jan 1, 2020 10:39am

**End Date**

Thu Apr 30, 2020

**Content**

- All content
- Select specific content
- Adjust events and due dates

- Once your course has been copied successfully, the status of the job will show as **Completed**.

Current Jobs			
Course Copy	HL Stage	Jan 9 at 10:49pm	Completed

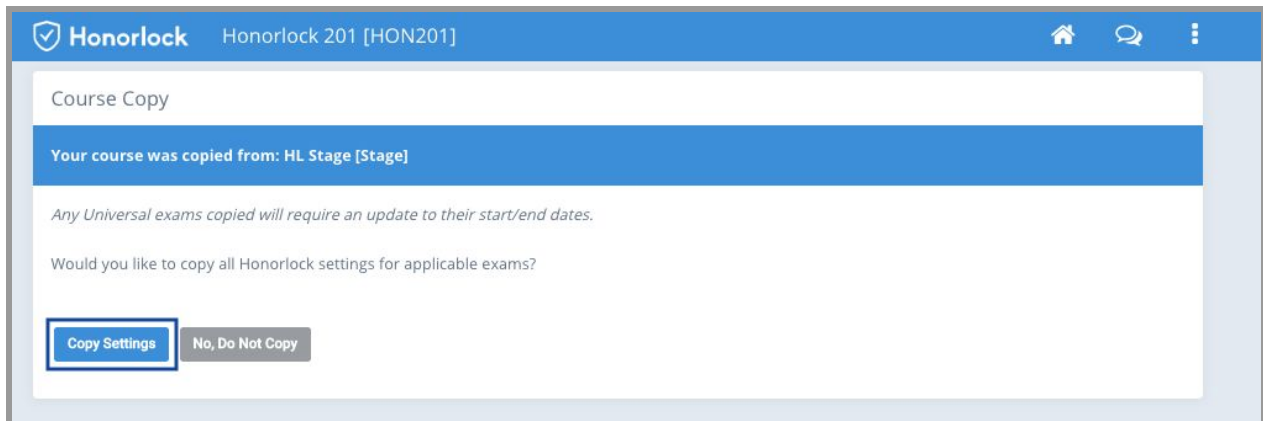
- Navigate back to your **Canvas Dashboard** and locate your newly created course. Proceed to click on the course.

The screenshot shows the Canvas Dashboard interface. On the left is a navigation sidebar with icons for Account, Dashboard, Courses, and Calendar. The main area displays three course cards. The third card, titled "Honorlock 201 HON201", is highlighted with a blue border. Each card includes a header bar, a title, and a set of icons at the bottom.

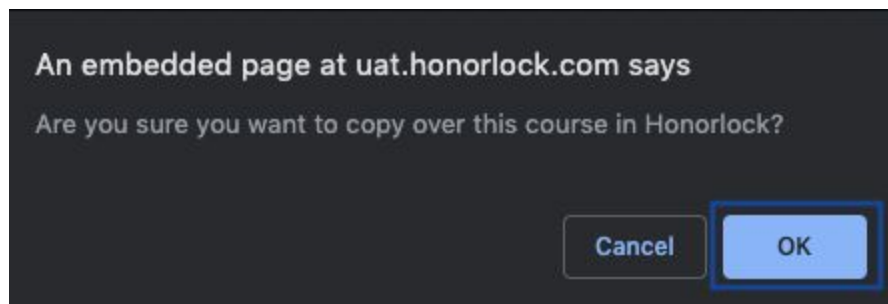
7. Click on the Honorlock LTI, located within the navigation panel on the left.



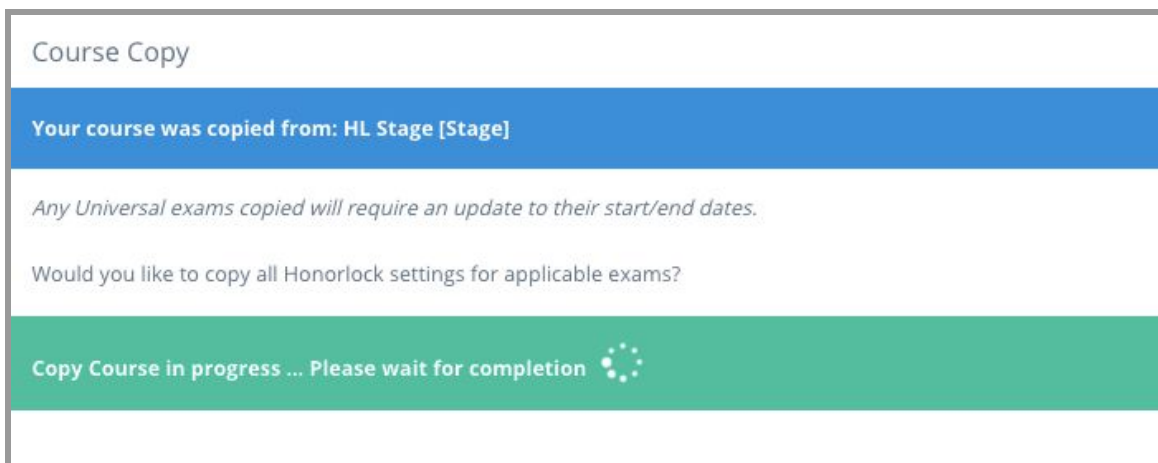
8. Once selected, you will be presented with the option to carry over all Honorlock settings for all applicable exams you have copied. Please note that any copied Universal exams will require an update to both the start and end dates. To proceed with copying your Honorlock settings, click on [Copy Settings](#).



9. Click the **OK** button, once presented with the confirmation prompt, to proceed with the copying of your Honorlock settings.



10. Once selected, the copying of your Honorlock settings will begin processing.



11. Once the process has been completed, you will be redirected to the Honorlock LTI, where you will find your list of Honorlock enabled exams.

The screenshot displays the Honorlock LTI interface for the course 'Introduction to Honorlock [HON201]'. The page title is 'Exams in Course : Introduction to Honorlock [HON201]'. The interface lists several exams, each with a 'Results' and 'Settings' button. The exams are:

- MyMathLab Exam #1 (Third Party) - Available until Apr 4
- MyMathLab Quiz #1 (Third Party) - Closed
- Quiz #1 - Open
- Honorlock Practice Quiz - Open
- Quiz #2 - Open
- Quiz #3 - Open
- Quiz #5 - Open
- Quiz #4 - Open