
Copying Courses to a School Domain Using the Course Management Utility as an Administrator User

To copy courses to a school domain using the course management utility as an administrator user:

1. Log in to GradPoint as a school administrator user.
2. Select the **Admin** role, if prompted.
3. From the main menu, select **Course Management**.
4. Click **Copy Courses**.
5. On the next page, verify **Derivative Child Copy** is selected.
6. Change the end date to meet your implementation needs if you are using **Traditional Scheduling**. Enter the appropriate number of days if you are using **Continuous Scheduling**.
7. Click **Continue**. A list of courses available to copy will display. Any courses you have previously copied will not be listed.
8. To copy all available courses, leave the check in the box next to **Select Courses to Copy**.
9. To select a few courses remove the check next to **Select Courses to Copy** and check the box next to each course you want to copy.
10. Click **Copy Courses**. A confirmation message will appear. Click on the menu to return to the home page.