Copy Part B Values

This guide shows staff how to copy Part B Values from an existing course guide, to another course guide, within the course guide system.

Guidelines and rules

For security and auditing reasons, any user password should not be disclosed. A password is confidential and it is the responsibility of the user to guard their password in the same way they would guard a personal bank account pin. The Password Security policy contains information associated with user responsibilities.

The Copy Part B Values function will copy all of the editable fields from a selected Part B to a new course guide. It is the responsibility of the editor to then modify any information to ensure that it is still relevant. This is particularly important for the Weekly Schedule.

How copy Part B course guides

1 Login to the Course Guide System ~ refer to Login Quick Guide located at www.rmit.edu.au/its/quickguides

2 Conduct search for either Part A: Course Overview or Part B: Course Detail that requires Editing ~ refer to Search Quick Guide.

3 Click the required Course guide link.

4 Click the Edit Screen button to be directed to the editing page.

5 To insert details from another course guide, click the Copy Part B Values button.

6 A pop up search box displays, as seen below.
7 Conduct search for the required Course Guide that needs to be copied from.

8 Click the **Copy Values** button. This action will copy the entire Course Guide from the selected Course Guide Search into the Edited Course Guide.

9 The copied Part B Course Detail Guide information will now display in the users Course Guide.