

Cloning a Course

Cloning a course can be useful in many situations. For example, if you had a live webinar course and now wish to post the recorded webinar to TRAIN. You can clone the original 'Live Event (Online)' course and create an 'External Content' course that links to the recorded webinar.

Accessing Certificate Management

▶ To begin the process of cloning a course in TRAIN, click the 'Admin' link, then the 'Content' link, followed by the 'Find and Edit Existing Content' link to access a listing of courses. For a walkthrough on how to add a course to TRAIN, please refer to the 'General TRAIN Course Wizard' tutorial. This tutorial focuses on cloning a course in TRAIN.

Searching For and Managing an Existing Certificate in TRAIN

▶ When you access the 'Find and Edit Existing Content' course listing section, the search bar will be available for you to perform a search for courses that are already listed in TRAIN. To perform the search, simply type the name of the course in the provided text field then click the magnifier icon or press the 'Enter' key on your keyboard to begin the search. The number of records found will be listed under the search bar.



ADMIN **SEARCH** USER SITE HELP

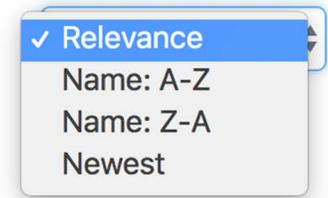
public health in the 21st century Relevance

33,892 record(s) found. [Show inactive](#)

Course X

Object Type	Format	Format Label	Organization
Course	Physical Media		
Course	Live Event (Online)		
Course	Physical Media		
21st Century Oil & Gas Development & Public Health	Web-based Training - Self-study		
Building the 21st Century Local Public Health Dept	Satellite Broadcast		
IDHW: ilinc: A New Public Health for the 21st Century	Web-based Training - Self-study		

To sort your search, click the 'Relevance' dropdown menu, then click either the 'Name: A-Z,' 'Name: Z-A,' or the 'Newest' option, and TRAIN will re-sort the search results based on your selection. You may also include inactive courses in your search by clicking the 'Show inactive' link found under the search bar.

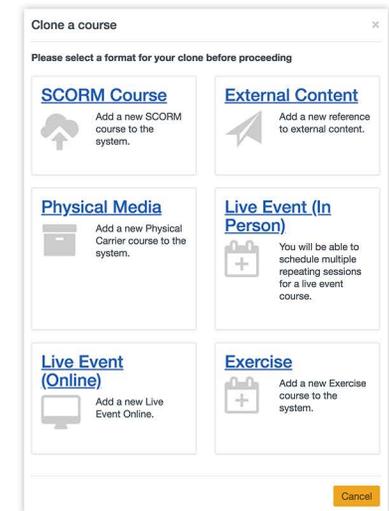


Cloning a Course

▶ Once you have located your desired course listing, click the edit icon to the left of the course title. A dropdown menu will appear. If you have access to clone the course 'Clone' will be listed among your available options.



Click the 'Clone' option, and the 'Clone a Course' menu will appear. Click your desired course format to initiate the course cloning process.



For this example, the 'Live Event (Online)' format is selected. You must now edit the course title before you walk through the course creation process. Please note that if you click the 'Close' button at this point, the cloned course will not be created, and you will be redirected to the course search page.



Your cloned course will have all the fields that are common between the original course format and the cloned course format copied, and all other fields will be empty. It is important to note that the following fields will always be excluded from copying over:

- Assessments
- Evaluations
- Supporting Resources

Your cloned course will be in an incomplete status until you submit it for approval – just as you would do with all other newly created courses.

Please note that the following rules apply to cloning specific course formats:

- For 'Live Events' cloned to the same format, the list of sessions will not be copied to the cloned course.
- For 'SCORM Courses,' 'External Content,' 'Physical Media' courses, course content (i.e., Launch URL, Order URL, etc.) will be copied to the cloned course.
- The SCORM package for SCORM Courses will not be copied to the cloned course.

Finally, the 'Organization & Sponsor' field for your cloned course will be set to your organization value – just as if you were adding a new course. After you've completed these steps, click the green 'Save' button to save your cloned course entry. When you are ready to submit for approval, click the "Request Approval" in the top right.

