

# Use as Template

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## Purpose:

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Use an existing course of any course type to serve as a template for a course in an alternative course type.

## Administrative Roles with Access:

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- Course Provider
- Super Course Provider

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## 1

### Navigate to Use as Template

To leverage an existing course as a template for creating a new course in a different format, from the existing course edit view, select the **(a) three-dot menu** to locate the **(b) Use as Template** feature.



If you want to clone a course to the same course type, use the "Clone" feature, not "Use as Template"

### Create New Course with Use as Template

## 2

Select **(a) View rules** to understand which fields will be copied and which will not be copied into the new course.

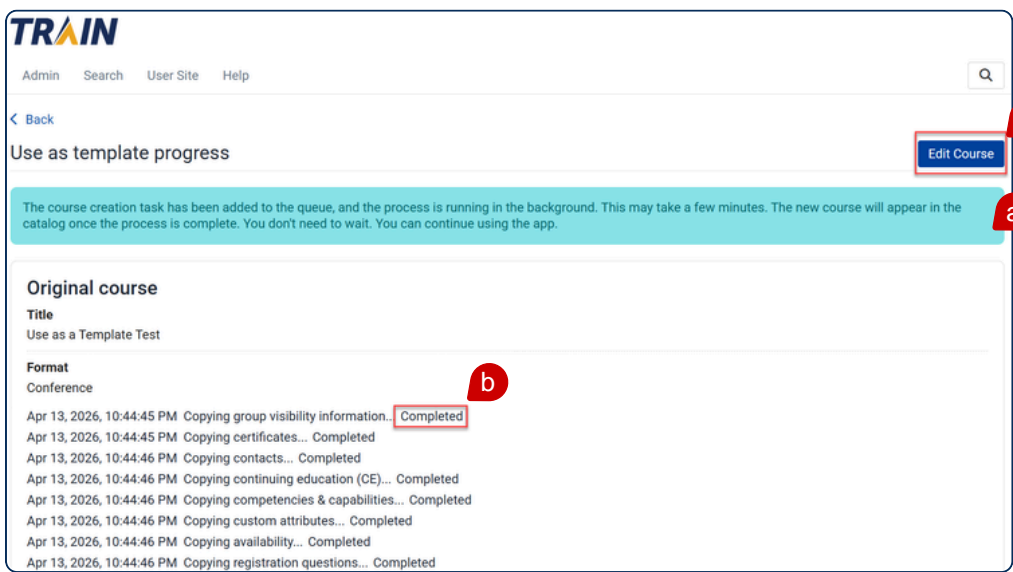
- Select course format
- Blended Learning Series
- Exercise
- External Content
- Live Event (In Person)
- Live Event (Online)**
- Physical Media
- SCORM Course
- Survey
- Zoom Meeting

➤➤ Review the **(b) Original course** title and course format and update the **(c) New course** details with the preferred new title and course format. The default title is *Course Name – Copy*

➤➤ Select **(d) Create** once the New course details are prepared

# 2 Create New Course with Use as Template (continued)

Review the creation status of the new course by reviewing the (a) queue notice in the green box and the individual components (b) format copy detail status indicating *Completed*.



**Email** - Once the course is ready, a confirmation email with a direct link to the new course will be sent to the account email that initiated the process.

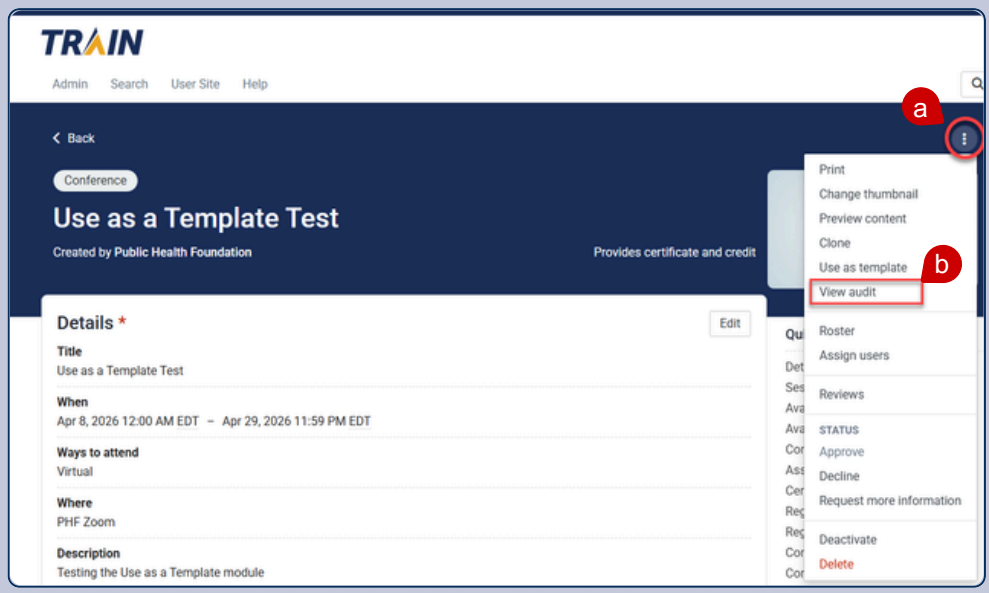
(c) Select **Edit Course** to access the course edit page for the newly created course

**! Alternative Pathway**

Since the course creation process runs in the background, users can navigate away from this page and come back to the single course edit page by searching for the course in the Admin course view or clicking the link in the email.

# 3 View Audit

In the original course, an audit trail is available for review under the (a) three dot menu and (b) View audit. Select the (c) Course cloning event to view details including timestamps, originator, and details.



The screenshot shows the 'View Audit' page with a table of events. The table has columns for 'Event' and 'Time'. One event is highlighted with a red circle 'c'.

Event	Time
Course cloning	Apr 13, 2026 10:44 PM EDT
Course cloning	Apr 1, 2026 11:40 AM EDT