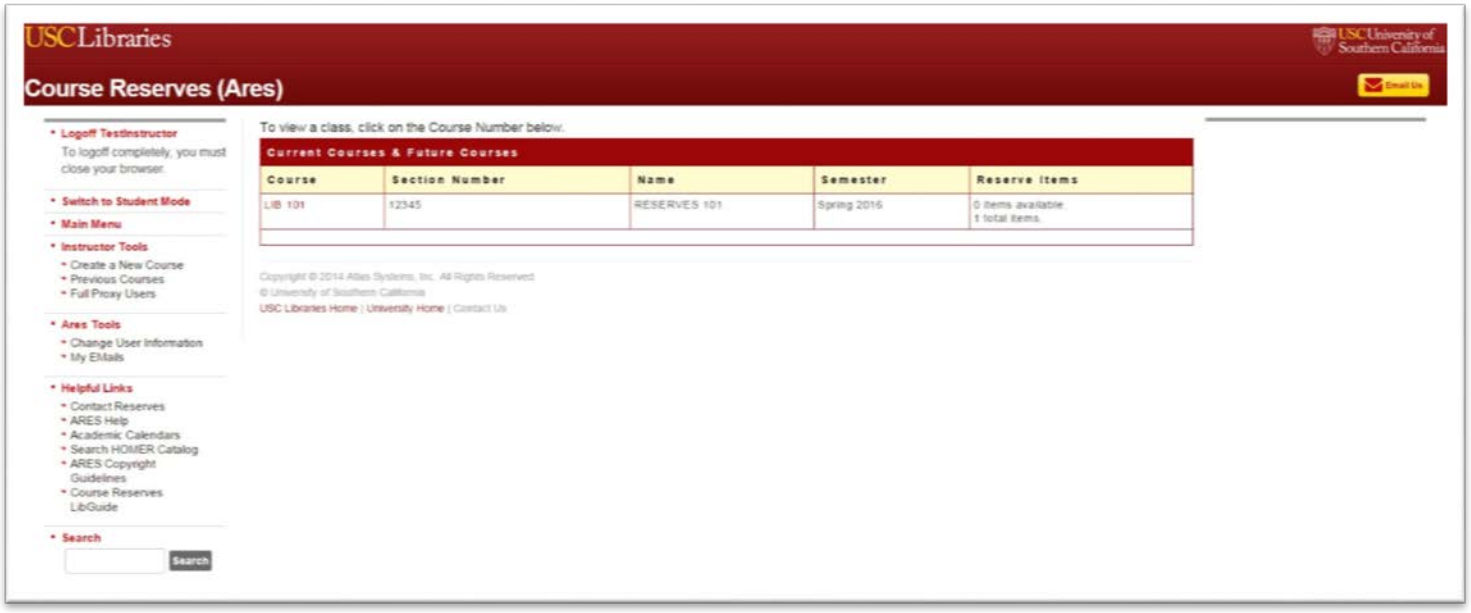
USC ARES: CLONING A COURSE

If you would like to repeat course material for a future course, you may clone (copy) a previous course from a prior semester. You may clone all or selected reserve items from these previous course. All material is still reviewed by reserves staff to ensure that the items are accessible and follow reserves copyright guidelines (see ***libguides.usc.edu/reserves/ares-copyright*** for details).

Note: Courses created within the previous three academic semesters are available for cloning. You may need to resubmit items from courses older than the previous three academic semesters. Please check the status of the individual reserve items once cloning is complete.

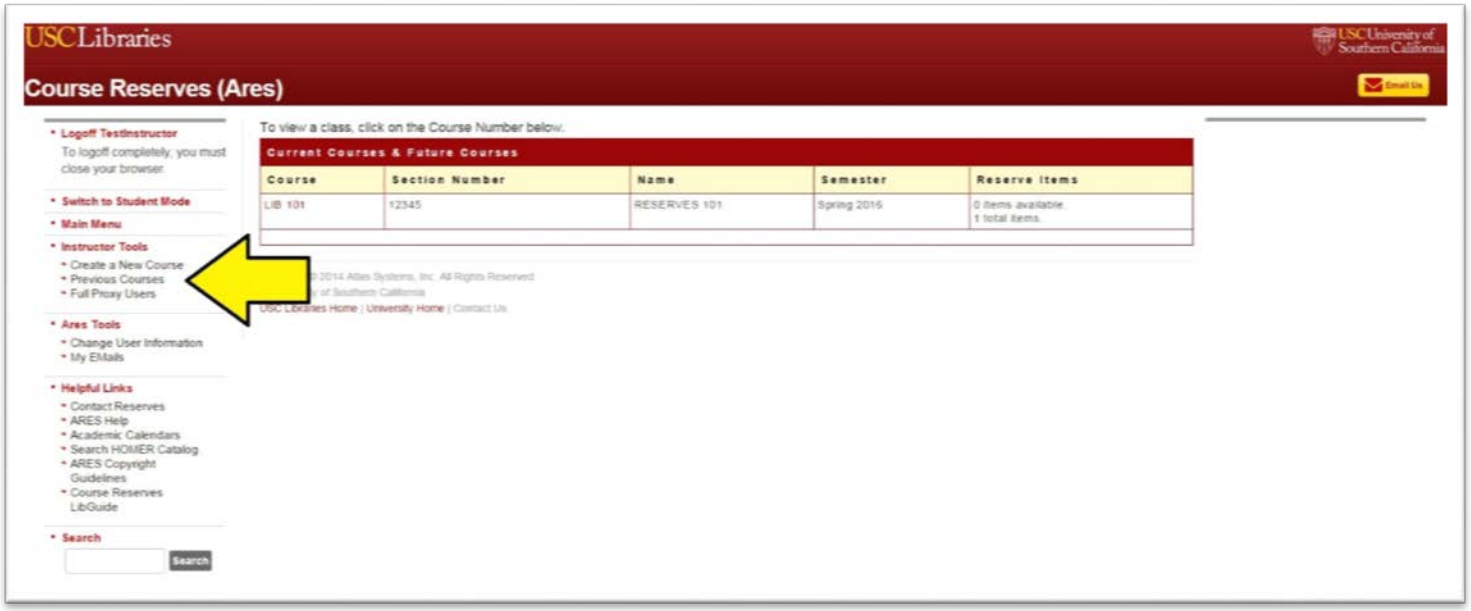
Here are the steps for **cloning a course**.

Step 1: Login into ARES. After logging in, you will see the Main Menu below.



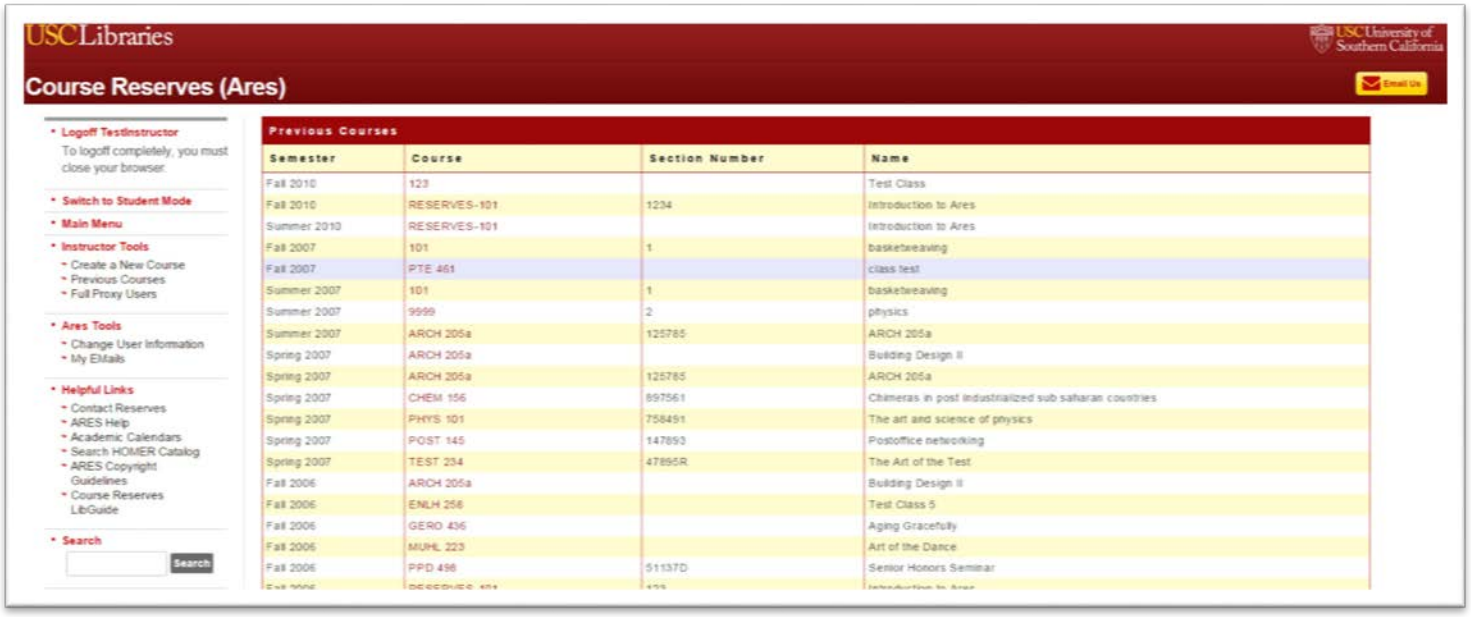
If you have a current course and have already created a course for the following semester, your courses will be displayed under **Current Courses & Future Courses**. Prior courses can found under **Previous Courses** under **Instructor Tools** at the left hand side.

To view courses from previous semesters, click on **Previous Courses** under the **Instructor Tools** menu on the left-hand side of the screen as shown below.



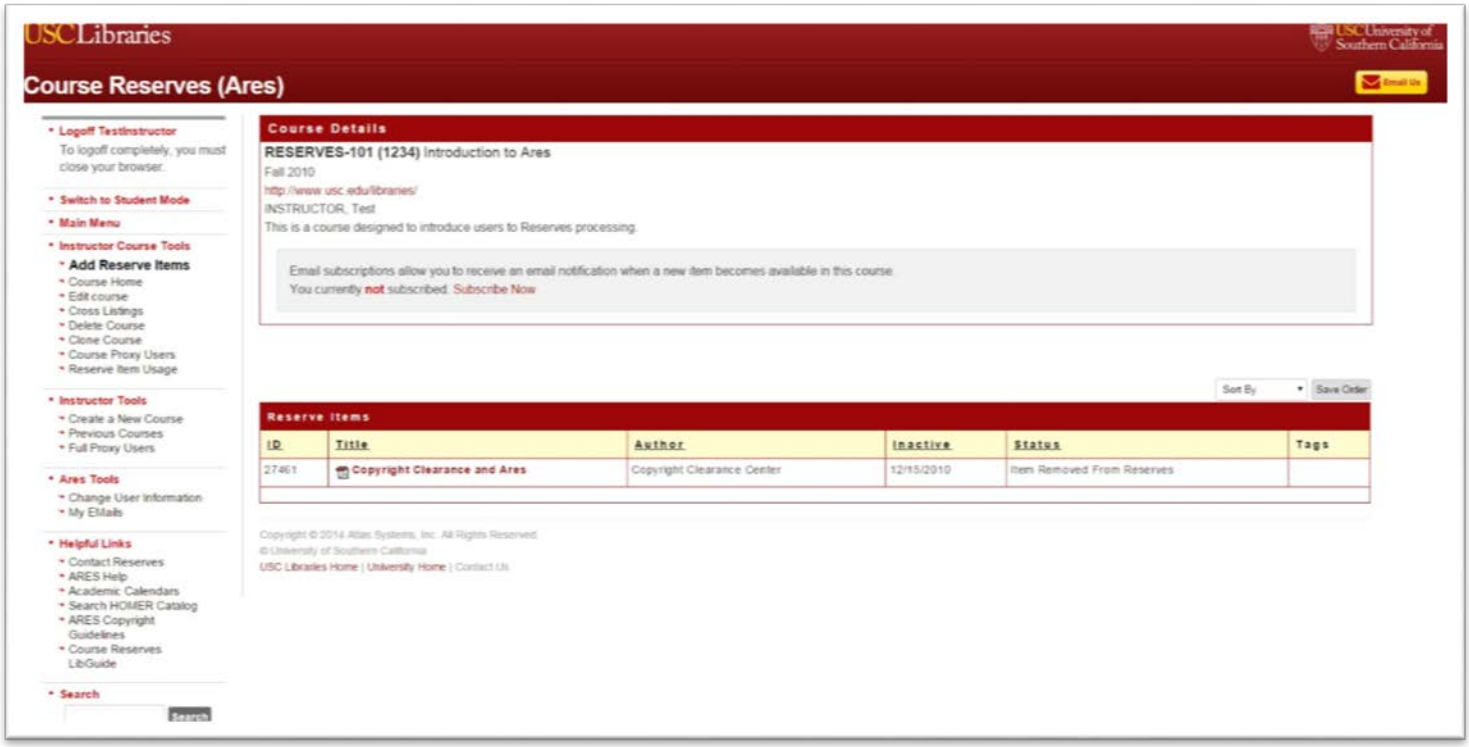
For this example, we will be using Reserves – 101. If your course is a current course you want to clone for the following semester and is displayed under **Current Courses & Future Courses**, click on the course to be cloned and skip to Step 2.

On the following screen, you will see a listing of all classes from previous semesters.

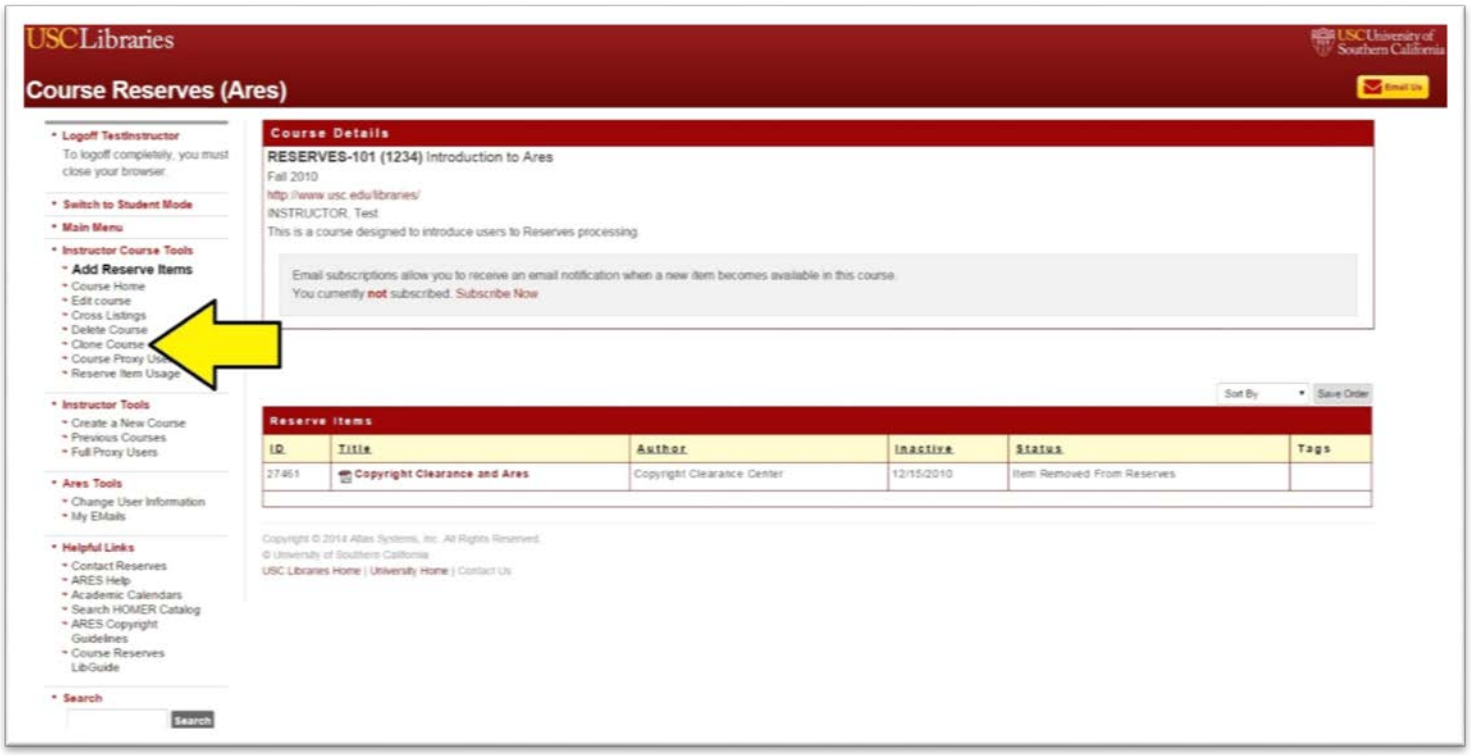


Step 2: Click on the course to be cloned.

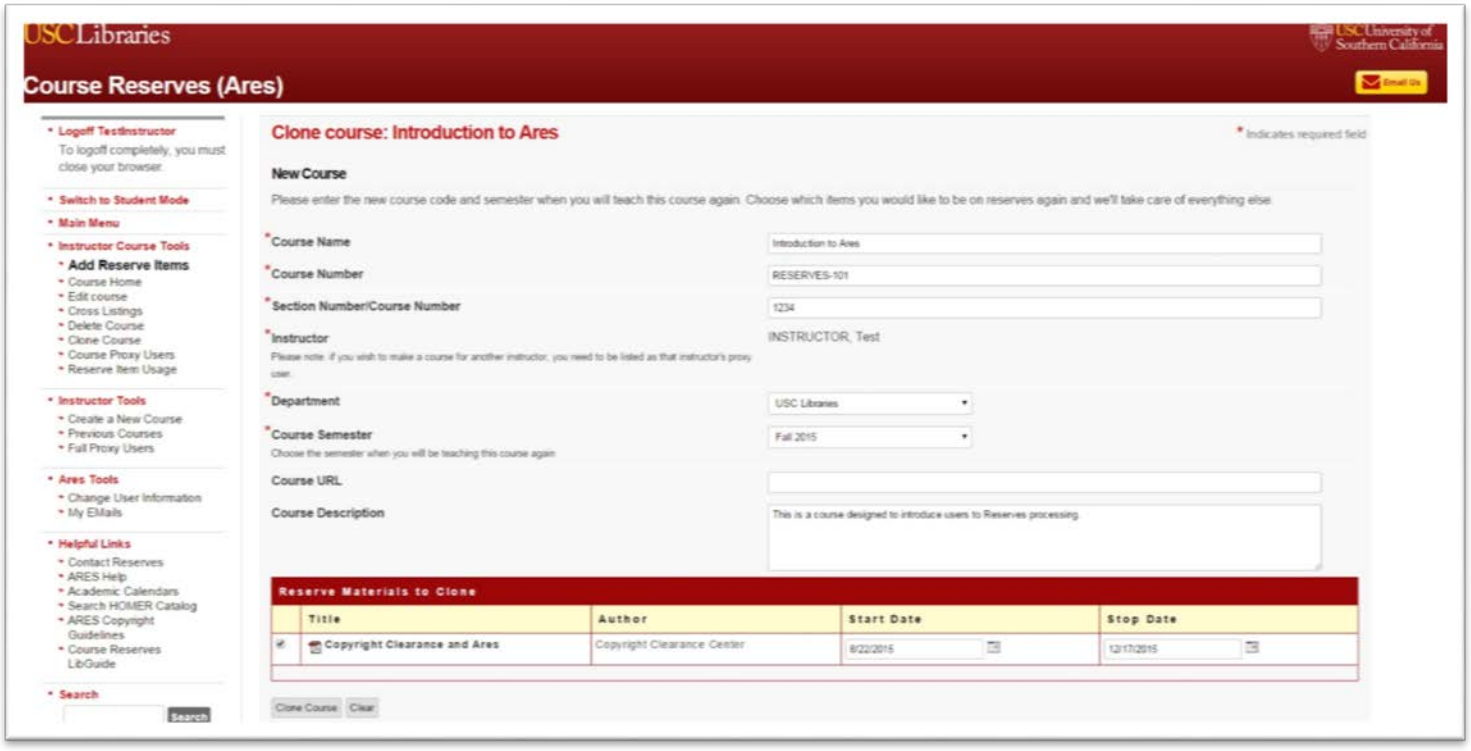
After clicking on the course, the **Course Details** screen will appear with a listing of reserve items previously submitted.



Step 3: Click on the **Clone Course** link under **Instructor Course Tools** at the left-hand side of the screen as shown below to begin the process.



The **Clone Course** form will appear as shown below.



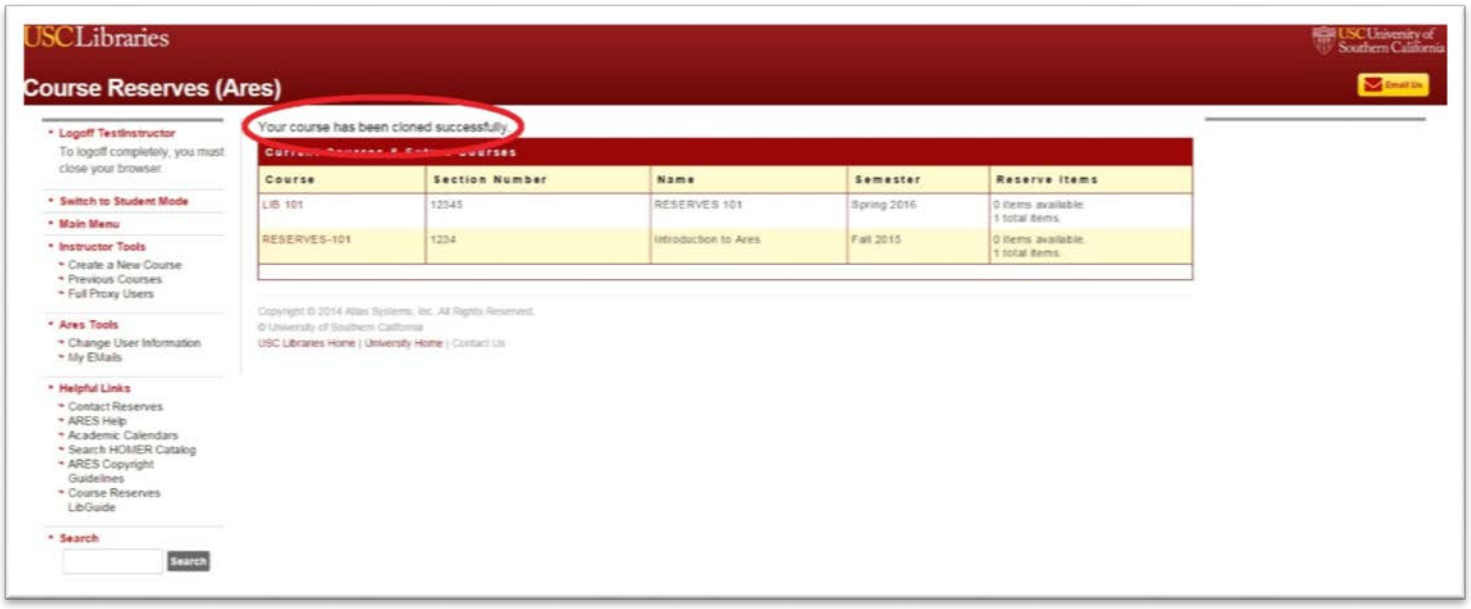
Be sure to verify that all information in the fields shown above is correct and accurate. If the information is **not** correct, you may update the fields on this screen. Make sure to select the appropriate semester the course needs to be cloned to from the pull down menu. The **Course URL** and **Course Description** fields are optional.

In the **Reserve Materials to Clone** table at the bottom, you can deselect which material you DO NOT wish to clone for the new semester. By default all course items are selected to be cloned if the material was previously posted.

Step 4: Click on the **Clone Course** button at the bottom to begin the cloning process.

Please Note: Depending on how many reserve items are to be cloned, it may take a few minutes to complete the cloning process. **DO NOT click on the Clone Course button more than once.** Doing so will result in cloning the course multiple times.

Step 5: After the cloning process is complete, the screen below will appear with the message "**Your course has been cloned successfully**". If you would like to add new course material please click on the desired course listed and then **Add Reserve Items** under **Instructor Tools** on the left and side.



Please note: course material such as PDFs or other electronic files are retained for one year (366 days) on ARES. Material from courses older than one calendar year may need to be resubmitted and/or reproduced. Please check the status of the individual requests after cloning.

Course Cloning Availability Schedule

Instructors can begin to clone courses for a future semester based on the following schedule:

Fall: Last Friday in March

Spring: Last Friday in October of the previous year

Summer: Last Friday in February