

Option A (if using Learning Suite as your class LMS):

- 1) Navigate to your course homepage.
- 2) Select "Setup" from the left menu.
- 3) Choose "Copy."

BYU Learning Suite
My Courses Communities: BYU Marriott class recording release

Home Content Digital Dialog Exams **BYU Grades** Path Schedule Syllabus Online^{Beta}

Course Home
Dashboard
Announcements
Assignments
Email
Learning Outcomes
Library Resources
Manage Rubrics
Setup
Copy From
Copy To
Import
Users
Groups

Course Setup

Title*

Website* Use **BYU Learning Suite** tools in this space ?
 Link to another website ?

Schedule* Select the days of the week you would like to include in your schedule. (Your schedule will be pre-populated with the days you select, but additional days can be added later.)
Su M T W Th F Sa

Allow Copy Allow other instructors to copy this community. ?
 Allow exams to be copied.

Import [Import](#) from another LMS(Blackboard, Moodle, or Canvas).

Copy [Copy](#) from one of my courses or another instructor's course
LTI [Edit LTI](#)

2) Setup

3) Copy

- 4) Make the selections below to copy the "exam" into your course.

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Copy

What course do you want to copy?
 Copy materials and information from my course:
 Copy materials and information from another instructor's course:
 Copy materials and information from a community:
Owner:
 BYU Marriott class recording release

What do you want to do with copied course materials and information?
 Add to my current course materials and information ?
 Override existing content with the same name with the current course materials and information ?
 Replace all current course materials and information ?

What course materials and information should be copied?
 Assignments [0 categories, 0 items]
 Content [0 items]
 Digital Dialog [0 Folders, 0 items]
 Exams [1 categories, 1 items]
Category: Forms
 Class Recording Release Form
 Path [0 units, 0 activities]
 Schedule (Text Items ONLY)
 Syllabus
 Testing Center Exams [0 categories, 0 items]

The selected category is ungraded. Any exams copied to this category will be marked as ungraded and will not appear in Gradebook.

- 5) Collect responses to the exam via Learning Suite.
- 6) Review the responses to verify all class members completed the form.
- 7) Identify any students who did not agree to the release and make an appropriate accommodation.