

# How to Quickly Copy and Modify Existing Scheduled Offerings

The purpose of this 'How To' is to show how to quickly add scheduled offerings to an Item. Many popular courses have numerous scheduled offerings and this method makes quick work of creating new ones from an existing one.

**PENN EXAMPLE:** You need to create numerous scheduled offerings for the shark hands on training course. You already have several but need to schedule more between January 2013 to June 2013.

1. Enter most suitable search criteria for your purposes, here we used the word "shark" contained in the **Item Title**.
2. Click **Search** button.
3. Click on the results title of the item you need to add additional scheduled offerings to.

The screenshot shows a search interface with a left-hand navigation menu and a main search area. The search area contains various filters and a search button. Three red circles with numbers 1, 2, and 3 are overlaid on the interface to indicate the steps described in the text. Circle 1 is around the 'Item Title' search field containing the word 'shark'. Circle 2 is around the 'Search' button. Circle 3 is around the first search result, which is a link to a course page.

Search > Search Results Saved Searches

Enter a value for each field that you want to use to filter your search. Some fields allow you to select from a list of values. You can also add or remove search criteria to further refine your search.

Case sensitive search:  Yes  No

Search All Locales:  Yes  No

Item Types: Starts With

Item ID: Starts With

Revision Date: (MM/DD/YYYY)

Revision Number: Starts With  **1**

**Item Title:** Contains  **1**

Item Status:  Active  Not Active  Both

Item Classification: Starts With

Online Settings:  Has online content

Add/Remove Criteria

**2**

Field Chooser [Download Search Results](#)

Item	Title
<b>3</b> COURSE UP.8306.ITEM.SSHOTSHA (Rev 1 - 8/16/2012 02:33) America/New York	Species Specific Hands-on Training-Shark-ULAR

# How to Quickly Copy and Modify Existing Scheduled Offerings

1. Click on **Scheduled Offerings**
2. Click on the **Date** of the Offering that you want to copy.

**Species Specific Hands-on Training-Shark-ULAR** COURSE UP....

**Description:** This is the second course in the Shark curriculum. Its prerequisite is the course called "Introduction to Shark Handling".

<b>Self Registration:</b>	Yes	<b>Registration Thres...</b>	3
<b>Classification:</b>	Instructor-Led	<b>*Domain:</b>	(UNIV)
<b>Assign. Type:</b>	Required (REQ)	<b>Contact's Email:</b>	sharklady@upenn.edu

**Related** More

- Segments
- Online Content
- Catalogs
- Competencies
- Curricula
- Prerequisites
- Subject Areas
- 1** Substitutes
- Scheduled Offerings

Date	Time	Locat...	Status
10/10/12	10:00 AM	America/Ne...	Old Vet ... 2/2
10/24/12	10:00 AM	America/Ne...	Old Vet ... 0/6
11/6/2012	10:00 AM	America/Ne...	Old Vet ... 0/6

Click on **Copy** in the **Action** section.

**Species Specific Hands-on Training-Shark-ULAR** 1042

**Description:** hands on shark lab

<b>Active:</b>	Yes	<b>Self Registration:</b>	Yes
<b>Item:</b>	COURSE UP.8306.ITEM.S...	<b>*Domain:</b>	(UNIV)
<b>End Time:</b>	12:30 PM	<b>End Date:</b>	10/11/2012
<b>Facility:</b>	Veterinary Medicine Old	<b>Instructor:</b>	No Name
<b>Start Time:</b>	10:00 AM	<b>Start Date:</b>	10/10/2012

**Related** More

- Registration
- Catalogs
- Segments

**Registration** Add Users: [ + ] [ v ]

**Non-enrolled** Waitlisted (3)

SMITH DANAYA	1/3	SMITH EDITH	2/3
Smith Janet	3/3		

**Enrolled (2)** Total (2) | Open (0) | Slots (0) | Open Slots (0)

JONES BARBARA	JONES ELEANOR
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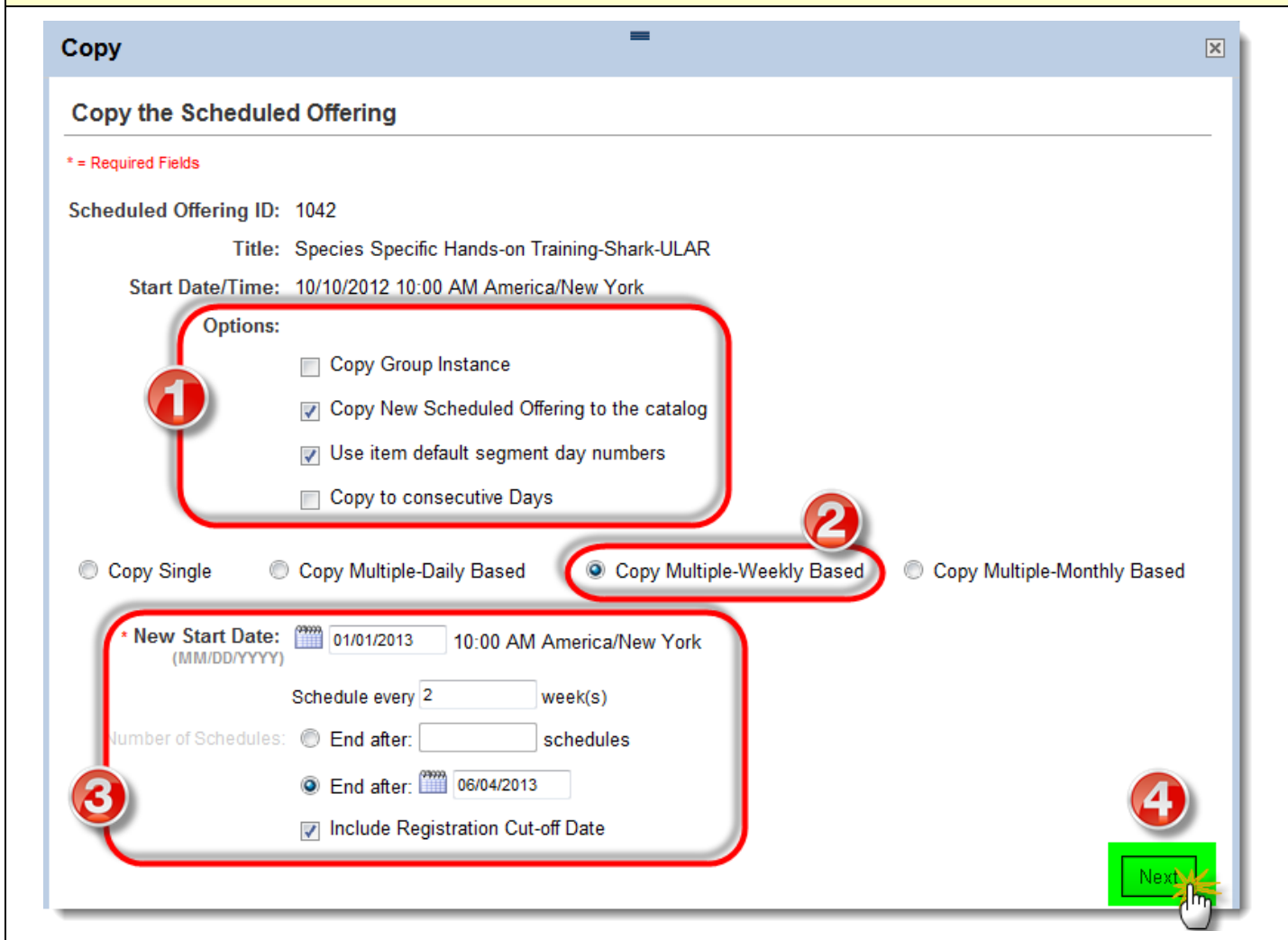
**Actions**

- Bookmark
- Copy** (checked)
- Cancel Sched...
- Delete
- Send Notification

## How to Quickly Copy and Modify Existing Scheduled Offerings

Fill in your information on the **Copy** screen.

1. Check **Copy New Scheduled Offerings to the catalog** and **Use item default segment day numbers**. This will give you the same set up for multiple session/day offerings quickly and easily.
2. For our example, we would like scheduled offerings set up from January to June 2013 on a biweekly basis so click the radio button **Copy Multiple-Weekly Based**.
3. Set up the **New Start Date**, schedule the offerings every 2 weeks, **End after June**, and **Include Registration Cut-off Date**.
4. Click **Next**.



**Copy**

### Copy the Scheduled Offering

\* = Required Fields

Scheduled Offering ID: 1042  
Title: Species Specific Hands-on Training-Shark-ULAR  
Start Date/Time: 10/10/2012 10:00 AM America/New York

**Options:**

- Copy Group Instance
- Copy New Scheduled Offering to the catalog
- Use item default segment day numbers
- Copy to consecutive Days

Copy Single     Copy Multiple-Daily Based     Copy Multiple-Weekly Based     Copy Multiple-Monthly Based

\* **New Start Date:** 01/01/2013 10:00 AM America/New York (MM/DD/YYYY)

Schedule every 2 week(s)

Number of Schedules:  End after: [ ] schedules     End after: 06/04/2013

Include Registration Cut-off Date

**Next**

# How to Quickly Copy and Modify Existing Scheduled Offerings

Confirm the information and all of the **New Start Dates** and then click **Copy**.

' checkbox, and a green 'Copy' button with a mouse cursor clicking it."/>

**Copy**

**Copy the Scheduled Offering**

Scheduled Offering ID: 1042  
Title: Species Specific Hands-on Training-Shark-ULAR

Copy Group Instance: No  
Copy New Scheduled Offering to the catalog: Yes  
Use item default segment day numbers: Yes  
Copy to consecutive Days: No

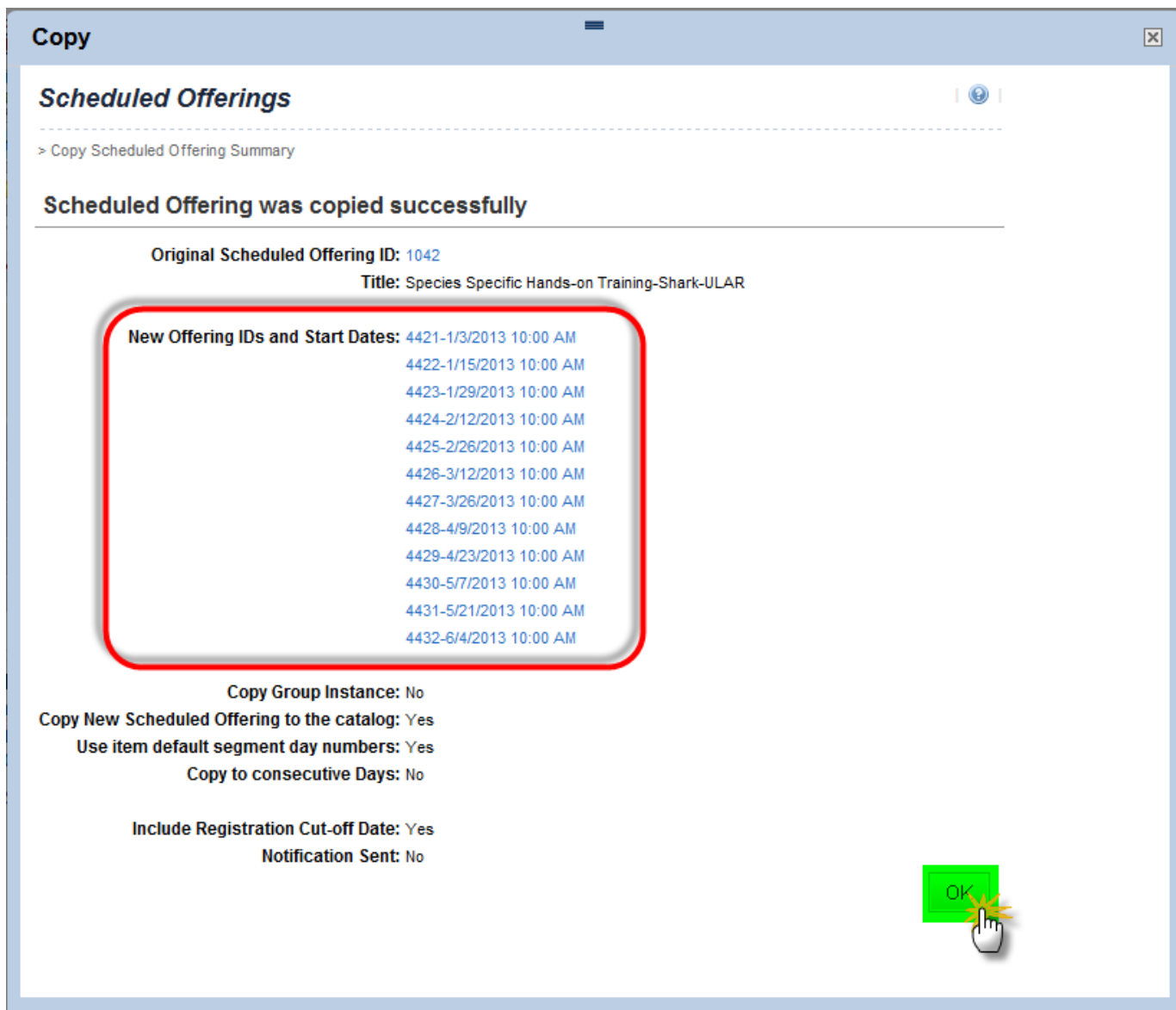
**New Start Dates:** 1/3/2013 10:00 AM America/New York  
1/15/2013 10:00 AM America/New York  
1/29/2013 10:00 AM America/New York  
2/12/2013 10:00 AM America/New York  
2/26/2013 10:00 AM America/New York  
3/12/2013 10:00 AM America/New York  
3/26/2013 10:00 AM America/New York  
4/9/2013 10:00 AM America/New York  
4/23/2013 10:00 AM America/New York  
5/7/2013 10:00 AM America/New York  
5/21/2013 10:00 AM America/New York  
6/4/2013 10:00 AM America/New York

Include Registration Cut-off Date: Yes

Send Notification:  **Copy**

# How to Quickly Copy and Modify Existing Scheduled Offerings

This is the confirmation screen to show that the **Scheduled Offering** was copied successfully (many times!). **New Offering IDs** and **Start Dates** are links so that you can go directly to an offering and make any adjustments needed. Click **OK** and you're done!



**Copy**

**Scheduled Offerings**

> Copy Scheduled Offering Summary

**Scheduled Offering was copied successfully**

Original Scheduled Offering ID: 1042  
Title: Species Specific Hands-on Training-Shark-ULAR

**New Offering IDs and Start Dates:**

- 4421-1/3/2013 10:00 AM
- 4422-1/15/2013 10:00 AM
- 4423-1/29/2013 10:00 AM
- 4424-2/12/2013 10:00 AM
- 4425-2/26/2013 10:00 AM
- 4426-3/12/2013 10:00 AM
- 4427-3/26/2013 10:00 AM
- 4428-4/9/2013 10:00 AM
- 4429-4/23/2013 10:00 AM
- 4430-5/7/2013 10:00 AM
- 4431-5/21/2013 10:00 AM
- 4432-6/4/2013 10:00 AM

Copy Group Instance: No  
Copy New Scheduled Offering to the catalog: Yes  
Use item default segment day numbers: Yes  
Copy to consecutive Days: No

Include Registration Cut-off Date: Yes  
Notification Sent: No

**OK**