Course Profiles
Publishing and Cloning a Course Profile
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Choose Status and Settings from the left navigation. Consider the warnings identified for the profile. Choose Published from the drop-down list. Choose \( \text{Set} \) (Set). The profile is immediately locked down and will be viewable by students the following day.

![Figure 1 Status and Settings – Publish value selected](image)

Note: Once approved, the School Administrative Officer /Program Service Officer will publish the profile and clone it to remaining course codes.

7.1 Manually clone a profile

Completed by the School Administrative Officer

Course profiles are required for each instance of the course (e.g. different campus, different modes).

The Course Convenor will work on one instance of the course and provide all relevant details for each instance, within the one Course Profile. It will then be processed for approval, if changes are proposed.

Once approved the School Administrator will publish the approved Course Profile and then clone for the different instances of the course.

Note: One version of the Course Profile is to be approved and published BEFORE cloning for the other instances of the course.
Cloning a profile

Open the profile where the data is to be copied into. (Target profile)
Choose Clone from Wizard from the left navigation.

Search for the profile which contains the entered data.
Choose **Search** (Search).
Select the required profile from the search results (Source profile).
Choose (Select as Source). The Content selection window will be displayed.

The profile which is opened first – the target – will be overwritten with the new cloned information.
Choose Select All (Select All), or Click the check box for the required content fields. Choose Proceed (Proceed). The results for the clone will be displayed. Course profile content may now be modified for individual profile instance.

7.2 Withdraw a Profile

Figure 7 Withdraw profile
Remember
For any minor change (which affects students) required after publication, School administrative staff will be required to contact Academic Services to request access to the profile.

Choose Status and Settings from the left navigation.
Choose \texttt{Withdraw} (Withdraw). The Course Profile list will identify the status as Published Withdrawn. The profile will not be visible to students.

Note
Course profile must be published to be able to see the option to Withdraw.

Figure 8 Course profile withdraw