

WebCOT Tip Sheet: Copying a course outline to a new academic year

Updating and Maintaining Your Course Outline

Annual updates to a course outline are made by copying a previously approved course outline forward to a new academic year. After the outline is copied, the professor can edit and submit the updated version for review and approval. Once finalized, the updated course outline is ready to be published for students.

Each year, professors are responsible for updating the course outline(s) they have been assigned to as an EDITOR in preparation for the next academic year.

Important Note about Copying

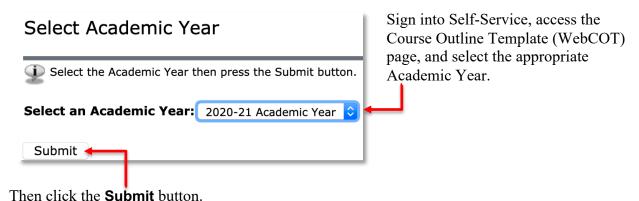
View/Print Course Outline

Only previously approved course outlines can be copied forward into a new course outline template. If you mistakenly copy forward the wrong information from a previous academic year or course outline, click the **Reset Course Outline** button found at the very bottom of the page, below the Learning Plan.

Please note that there is no way to recover the information once the outline has been reset.

How do I update my assigned course outline for the next academic year?

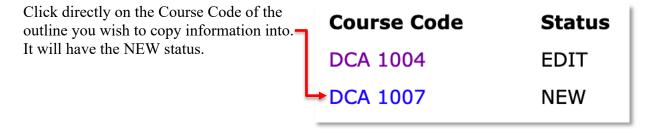
Step 1



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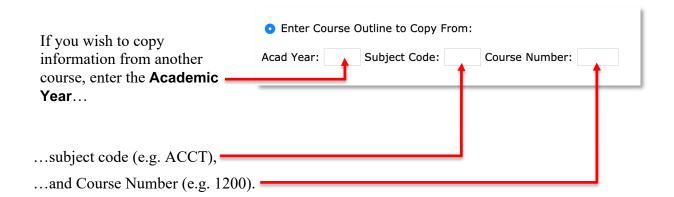
Step 2

Any course for which you have been assigned the role of EDITOR will appear in a list on the subsequent page.

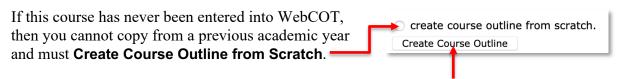


Step 3





NOTE: When the Academic Year is abbreviated to a single year, that year is the *end* of the Academic Year. For example, "2024" represents the 2023-2024 Academic year.



After selecting one of the copy/create options, click the **Create Course Outline** button to begin editing the new course outline.