

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

### *Updating and Maintaining Your Course Outline*

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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

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?*

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#### Step 1

##### Select Academic Year

 Select the Academic Year then press the Submit button.

Select an Academic Year:

Sign into Self-Service, access the Course Outline Template (WebCOT) page, and select the appropriate Academic Year.

Then click the **Submit** button.

## Step 2

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

Click directly on the Course Code of the outline you wish to copy information into. It will have the NEW status.

Course Code	Status
DCA 1004	EDIT
DCA 1007	NEW

## Step 3

If you are copying forward course outline information from a previous academic year, select the appropriate year from the available list.

**Copy Course Outline From**

2018 BAKE 1905 Created By: Brett Clayton 2017-11-14 15:02:40

2017 BAKE 1905 Created By: Tara Douglas 2017-02-14 09:00:31

The most recent academic year will be listed at the top.

If you wish to copy information from another course, enter the **Academic Year...**

Enter Course Outline to Copy From:

Acad Year:  Subject Code:  Course Number:

...subject code (e.g. ACCT),

...and Course Number (e.g. 1200).

**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.

If this course has never been entered into WebCOT, then you cannot copy from a previous academic year and must **Create Course Outline from Scratch.**

create course outline from scratch.

Create Course Outline

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