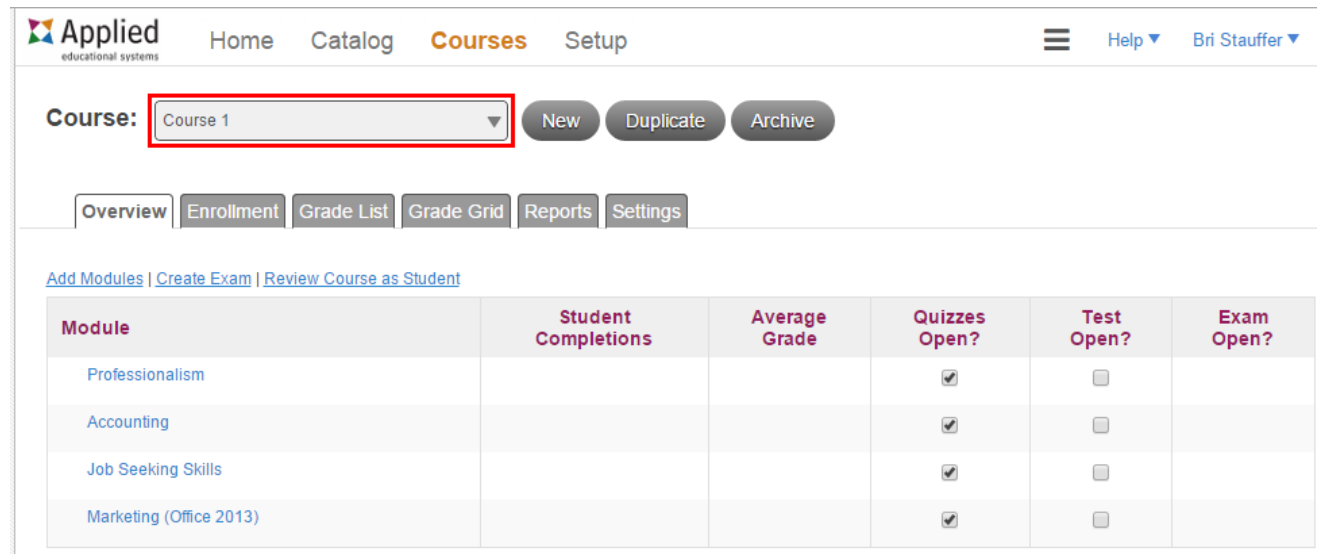


Clean Up Old Courses

At the end of a marking period or semester, a good way to manage your licenses is to Archive or Duplicate your finished course.

If you will be teaching the exact same course to new students, Duplicate the course. If you will not be teaching it again, Archive it.

Start by selecting your finished course.



Applied educational systems

Home Catalog **Courses** Setup

Course: Course 1 New Duplicate Archive

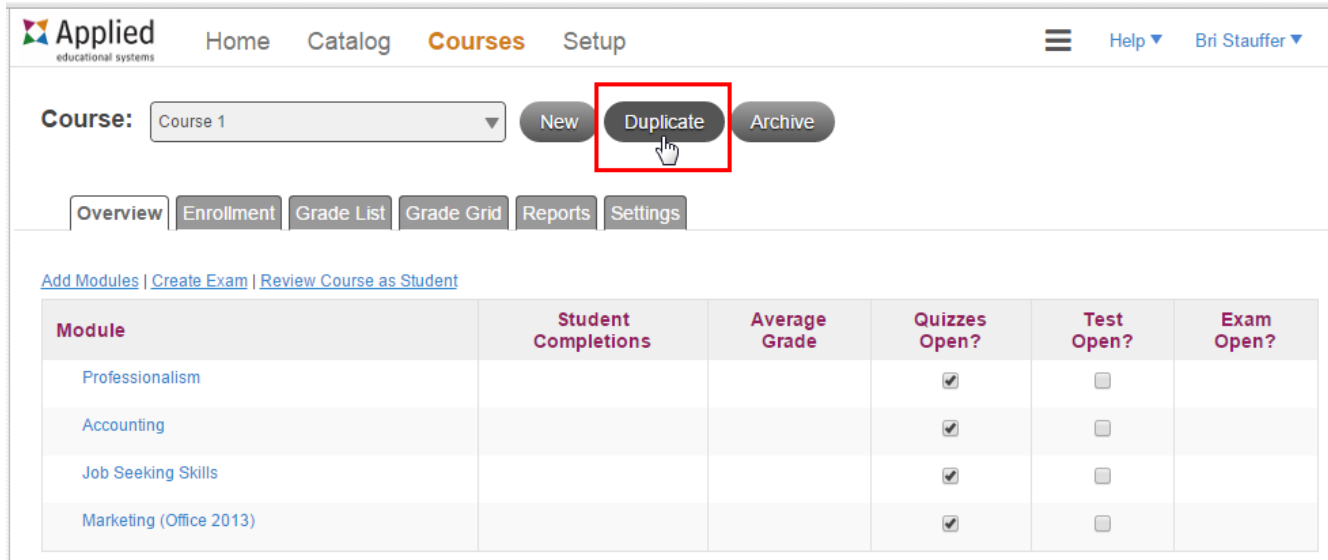
Overview Enrollment Grade List Grade Grid Reports Settings

[Add Modules](#) | [Create Exam](#) | [Review Course as Student](#)

Module	Student Completions	Average Grade	Quizzes Open?	Test Open?	Exam Open?
Professionalism			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Accounting			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Job Seeking Skills			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marketing (Office 2013)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	

To Duplicate Your Course (Make a New Copy):

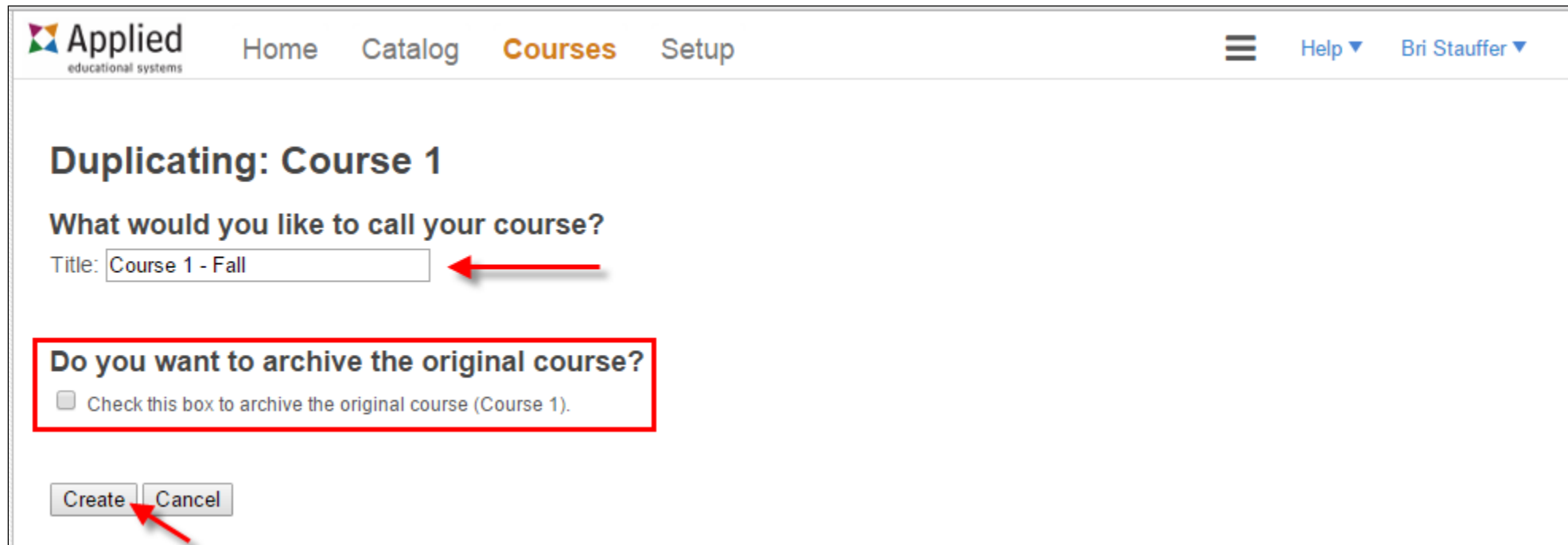
1. Click the **Duplicate Button** on the Overview tab.



The screenshot shows the 'Courses' page in the Applied educational systems interface. The 'Course:' dropdown is set to 'Course 1'. The 'Duplicate' button is highlighted with a red box and a mouse cursor. Below the course controls, there are tabs for 'Overview', 'Enrollment', 'Grade List', 'Grade Grid', 'Reports', and 'Settings'. The 'Overview' tab is selected. Below the tabs, there are links for 'Add Modules', 'Create Exam', and 'Review Course as Student'. A table displays course modules with columns for 'Module', 'Student Completions', 'Average Grade', 'Quizzes Open?', 'Test Open?', and 'Exam Open?'.

Module	Student Completions	Average Grade	Quizzes Open?	Test Open?	Exam Open?
Professionalism			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Accounting			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Job Seeking Skills			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marketing (Office 2013)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	

2. Name the New Course.
3. Choose if you want to Archive the old course.
(Only Archive after you have recorded all student grades)
4. Click **Create** to create the new course.



Applied educational systems Home Catalog **Courses** Setup Help ▼ Bri Stauffer ▼

Duplicating: Course 1


What would you like to call your course?

Title:

Do you want to archive the original course?

☐ Check this box to archive the original course (Course 1).

You will now see the newly created course in your course list!



Home Catalog Courses Setup
Help Bri Stauffer

Courses

Course	Grade Distribution	Actions
Course 1	100%	Manage Course View Grades
Course 1 - Fall	No Enrolled Students	Manage Course View Grades
Course 2	No Enrolled Students	Manage Course View Grades

Charts updated every 15 minutes. Grades 70% or below ■ Between 70% and 85% ■ 85% or above ■

Have Questions?



click to chat

Monday through Friday
8:00 a.m. to 5:00 p.m. EST.

(800) 220-2175 ext. 8
support@aeducation.com
[Request Remote Assistance](#)

Site Expires May 11, 2016

It will have the same modules as your old course since it is a copy.

The only difference is that there is a new enrollment code for your students.

Make sure you remember to use the new code.

Course: New Duplicate Archive

Overview Enrollment Grade List Grade Grid Reports Settings

How do I enroll my students?

1. Students should go to <https://learn.aeseducation.com>

2. They should enter the enrollment code (**J7PBQ**) and follow the instructions on the screen.

Old Course Enrollment Code

Course: New Duplicate Archive

Overview Enrollment Grade List Grade Grid Reports Settings

How do I enroll my students?

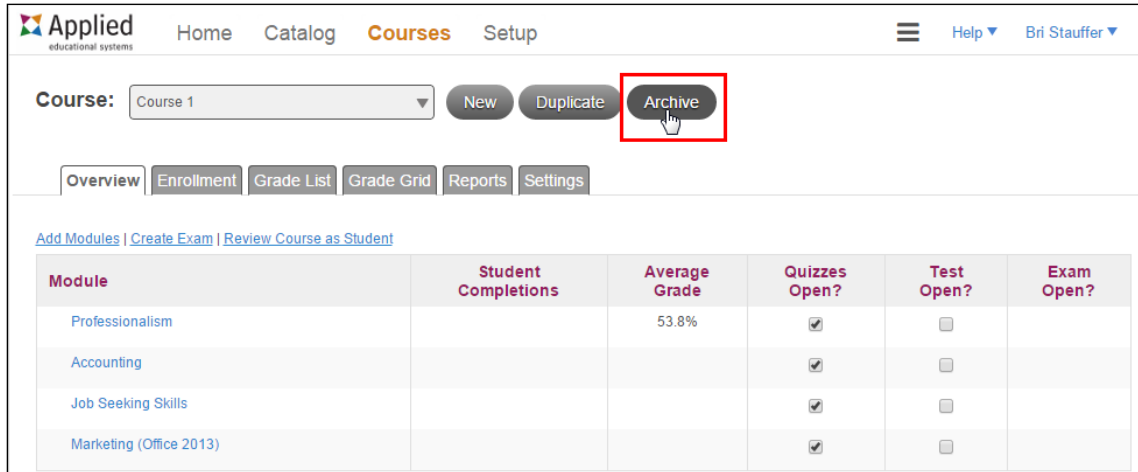
1. Students should go to <https://learn.aeseducation.com>

2. They should enter the enrollment code (**ZGME5**) and follow the instructions on the screen.

New Course Enrollment Code

To Archive Your Course (without making a copy):

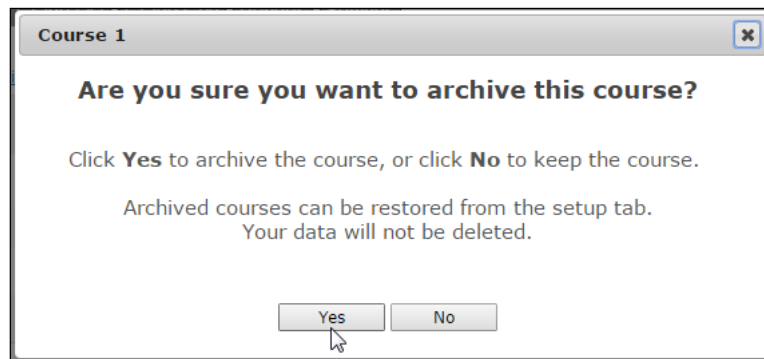
1. Click the **Archive Button** on the Overview tab.



The screenshot shows the 'Courses' page in the Applied educational systems interface. The 'Course:' dropdown is set to 'Course 1'. The 'Archive' button is highlighted with a red box. Below the buttons are tabs for 'Overview', 'Enrollment', 'Grade List', 'Grade Grid', 'Reports', and 'Settings'. The 'Overview' tab is selected, showing a table with columns: Module, Student Completions, Average Grade, Quizzes Open?, Test Open?, and Exam Open?.

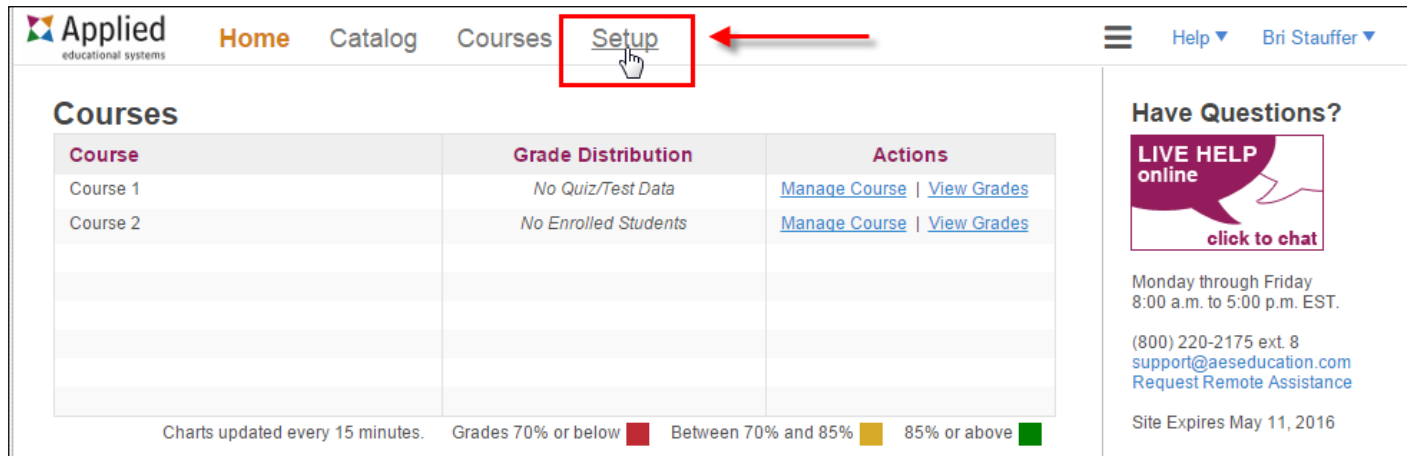
Module	Student Completions	Average Grade	Quizzes Open?	Test Open?	Exam Open?
Professionalism		53.8%	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Accounting			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Job Seeking Skills			<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Marketing (Office 2013)			<input checked="" type="checkbox"/>	<input type="checkbox"/>	

2. A dialog box will appear, click **Yes** to archive the course.



If you need to access student data from an archived course, you can easily restore it.

1. Click **Setup** at the top of your screen. This will take you to your Setup Options



The screenshot shows the Applied educational systems interface. The top navigation bar includes links for Home, Catalog, Courses, and Setup. The Setup link is highlighted with a red box and a red arrow pointing to it. Below the navigation bar, there is a table titled "Courses" with columns for Course, Grade Distribution, and Actions. The table lists Course 1 and Course 2, both with "No Quiz/Test Data" and "No Enrolled Students". The Actions column for each course contains links for "Manage Course" and "View Grades". To the right of the table, there is a "Have Questions?" section with a "LIVE HELP online" button and a "click to chat" link. Below this, contact information is provided: "Monday through Friday 8:00 a.m. to 5:00 p.m. EST.", "(800) 220-2175 ext. 8", "support@aeseducation.com", and "Request Remote Assistance". At the bottom, it says "Site Expires May 11, 2016".

Course	Grade Distribution	Actions
Course 1	No Quiz/Test Data	Manage Course View Grades
Course 2	No Enrolled Students	Manage Course View Grades

Charts updated every 15 minutes. Grades 70% or below ■ Between 70% and 85% ■ 85% or above ■

Have Questions?
LIVE HELP online
[click to chat](#)

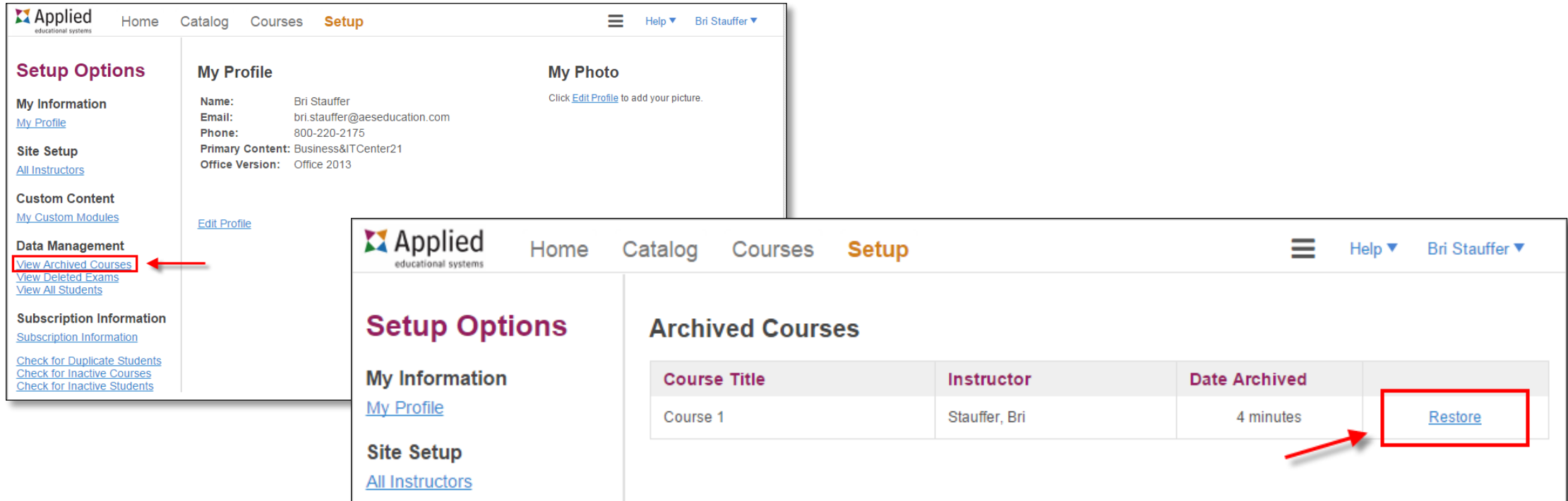
Monday through Friday
8:00 a.m. to 5:00 p.m. EST.

(800) 220-2175 ext. 8
support@aeseducation.com
[Request Remote Assistance](#)

Site Expires May 11, 2016

2. On the Setup Options screen, click **View Archived Courses** on the left side. This will show a list of your archived courses.

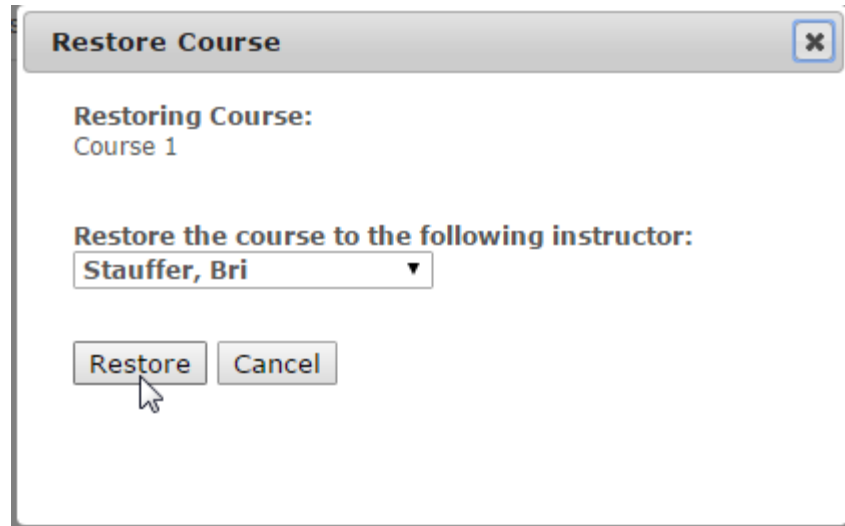
3. Locate the course and click **Restore**



The screenshot displays the 'Setup Options' screen in the Applied educational systems interface. The left sidebar contains a 'Data Management' section with a red box around the 'View Archived Courses' link, which is pointed to by a red arrow. The main content area shows the 'Archived Courses' table with one course listed. A red box highlights the 'Restore' button in the 'Course 1' row, also pointed to by a red arrow.

Course Title	Instructor	Date Archived	
Course 1	Stauffer, Bri	4 minutes	Restore

4. Clicking Restore will open a dialog box. Choose the instructor the course belongs to. Click **Restore**



The course is now back in your Courses List and all student data is intact!

If you have any questions about archiving, duplicating, or restoring courses, contact us at:

800-220-2175 ext. 8

support@aeseducation.com