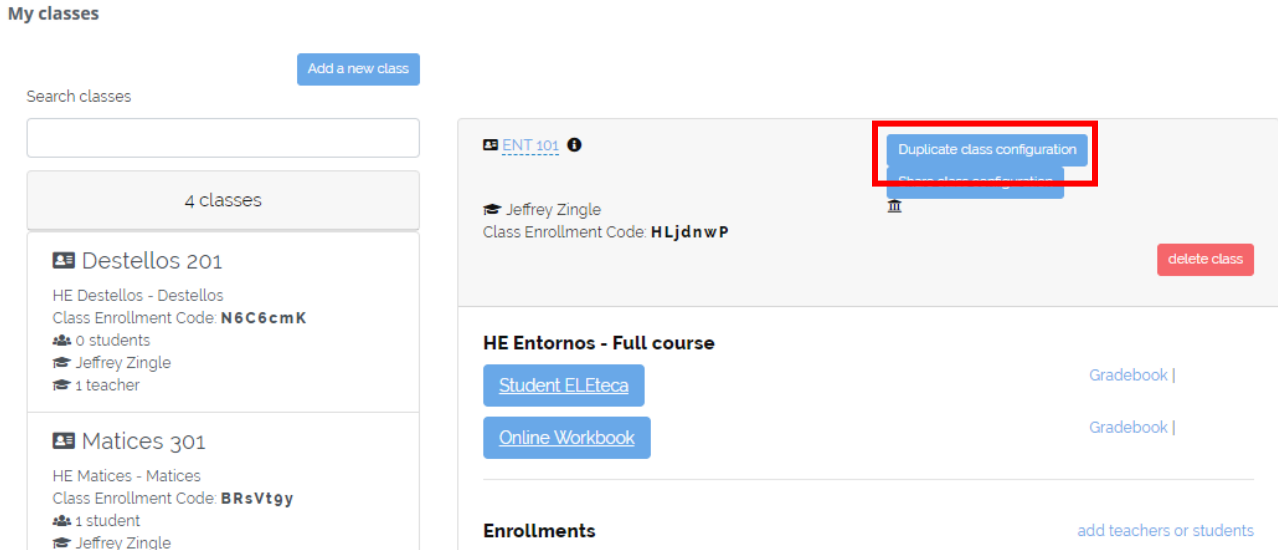


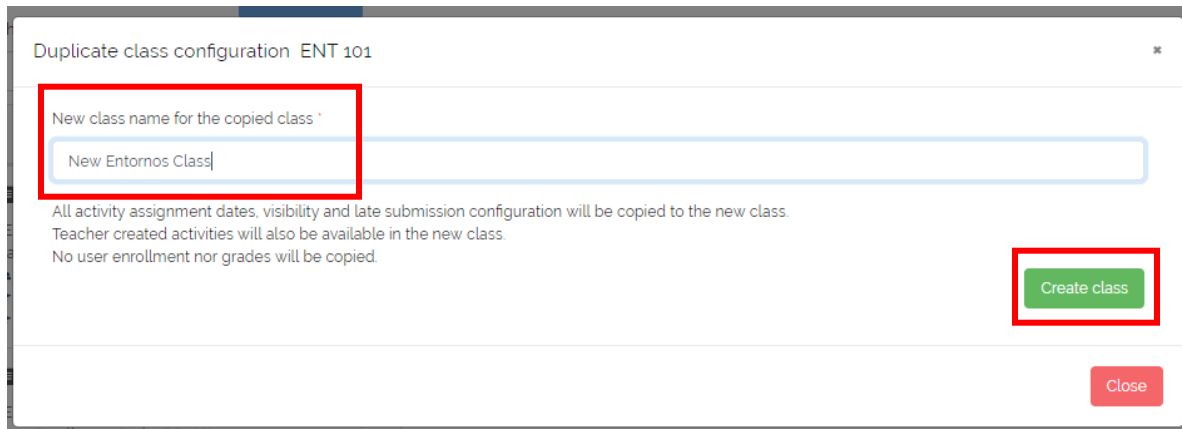
Duplicating an Existing Class

After creating a class, you will now have the ability to duplicate that class and all its settings. All assign dates, created activities, shown/hidden exercises, and late submission settings will follow into the new class (student enrollment, grades, and additional teachers will not carry over):

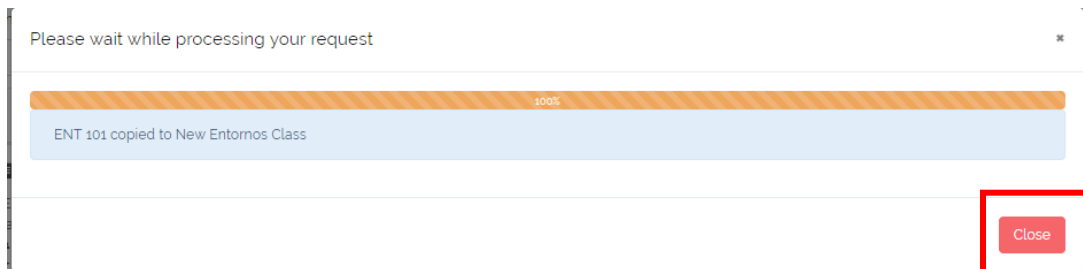
1. Select your class in **My classes** then click on **Duplicate class configuration**:



2. Enter the name of your new class and click **Create class**:



3. Once progress bar hits 100%, click on **Close**:



4. Your new class will now appear in **My Classes** (note different Enrollment Code):

ENT 101
HE Entornos - Full course
Class Enrollment Code: **HLjdnwP**
1 student
Jeffrey Zingle
2 teachers

MR Test 101
Mundo Real National Edition - Level 1
Class Enrollment Code: **YmHB8fv**
0 students
Jeffrey Zingle
1 teacher

New Entornos Class
HE Entornos - Full course
Class Enrollment Code: **hu4HrA5**
0 students
Jeffrey Zingle
1 teacher

Questions about....

Need additional help? Please go to <https://edinumen.es/ele-help>

Scheduling a Training? To schedule a training, please fill out this [form](https://goo.gl/forms/nqo2G5mDRWeaB9c93) (<https://goo.gl/forms/nqo2G5mDRWeaB9c93>)

Authentic resources? Please visit the Pinterest pages for Cambridge Spanish: www.pinterest.com/cambridgeesp

Other questions? Contact your [K-12 Language Specialist](http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states) (<http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states>) or

your [Higher Ed Language Specialist](http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data) (<http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data>)