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A Few Things to Note:

- This session is being recorded.

- The recording will be automatically Emailed to all registrants of this session, as soon as it becomes available.

- You can and should download a copy of this presentation from the Handouts section of the GoToWebinar sidebar.

- You can type in your questions any time within the questions field of GoToWebinar

After This Session, You Will Be Able To:

- Clone tests, surveys, and course sections

- Understand the benefits of cloning

- Understand how to use cloning to avoid common administrative pitfalls

Webinar Prerequisite:

To make the most of your time in this webinar, you should already know how to create and publish tests, surveys, and courses. This will not be taught during today's webinar.

What Is Cloning and How Can it Benefit You?

- A PowerDMS functionality that allows you to create a duplicate of a test, survey, or a course section in your PowerDMS site

- All content and most settings will be carried over, though there are some exceptions

- You can still make any necessary changes

- It's a major time saver!

- Provides you with peace of mind

- Strategic for future reporting

Remember the Pitfalls - Don't Fall For It!

- How are you going to leverage the cloned test/survey/course section?

- Tests and Surveys
  - Changing or deleting the Due Date
  - Changing or Deleting your Assignments
  - Re-add any necessary groups or users to the Security tab

- Course Sections
  - Changing your start and end dates
  - Setting your publish dates in correlation with your start dates

Questions?

PowerDMS University Resources (Administrators Only)

PowerDMS site > Help > PowerDMS University

- University Live
  - Training - Tests and Surveys
  - Training - Courses

- Self Paced
  - Creating Tests
  - Creating Surveys
  - Managing Advanced Courses

Success Community Resources (All Users)

PowerDMS site > Help > Success Community

- [Cloning Tests and Surveys](#)

- [Creating Courses](#)