Cloning a Pre-Built Course

One of your first tasks will be to create a class. You can create a blank class with no assignments and then add assignments as you go. If you have used Task Tracker in the past, then you can create a class by cloning a class that you have previously taught. This places all assignments from that class in your newly created class. Finally, you can create a class by cloning a Pre-Built Course that The Physics Classroom has created. Pre-Built Courses contain a package of assignments that you might wish to use.

Select an option - Create Your Own Class, Clone a Pre-Built Class, or Clone a Previously Created Class

If you clone a previously created class, all items will be copied except Students, and all dates will be moved forward in time by an amount you can control

On your **Account** page, tap on the **Classes** link. You will see a list of Active Classes and Previous Year's Classes organized into tables. Tap on the **Add New Class** button.

· Clone a pre-built class made by The Physics Classroom

Clone a previously created class

Create Your Own Class
Clone a Pre-Built Class
Clone a Previously Created Class

Add New Class

From the Add
Class pull-down
menu, select
Clone a Pre-Built
Class.

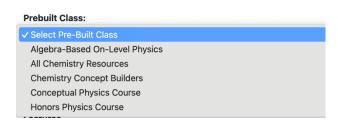
The page expands and a

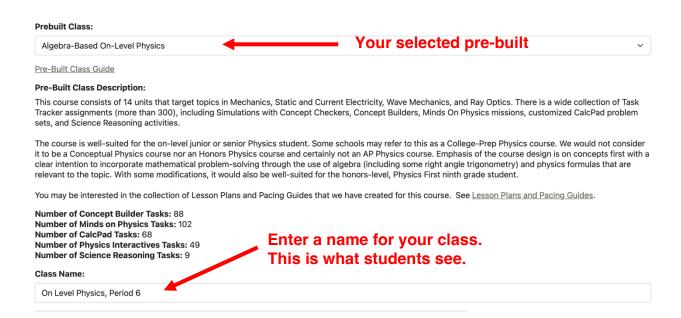
Pre-Built Class

pull-down menu appears. Select a pre-built class from among the options shown in the pull-down menu. One you do, a short description of the class is given. If the description matches your interest, then fill out the remainder of the form. If the description does not match your interest, then select a different pre-built class from the pull-down menu.

Add Class

You can:





The remainder of the form must be completed. The number of features you use determines the cost. If you paid for one seat per student, then only pick one feature. If you paid for two seats per student, then pick all five features. (Never pick three features or four features. Pick one, two or five.) If you enable **Receive Student Emails**, then every email we send (invitations to the class, password reset, etc.) will be CC-ed to you. If you enable **Receive Student Late Submission Emails**, then you will receive an email if an assignment is completed after a due date; it's a maximum of one email a day that informs you that a specific student (or more) have completed specific assignments. We recommend having a random **Class Signup Code** generated by our system. A code like Physics1 is not secure and can easily be guessed by others who might want to join your class. Keep your code private between you and your students; this prevents unusual names from showing up on your roster and using your seats.

Class settings can be changed at any time. There is a Pencil next to the class on the Classes page. A tap on the pencil allows you to edit your class settings.

