

Copy a Master Agreement

1. Copy a MA from one semester to another:

- Open a student.
- Click on the **Course** tab.
- *Highlight* the MA you want to copy.
- Click **Copy**. It will ask you what you want to name it - Spring 2007.
- Click **Create**.
- All classes with the books being used for those classes will be copied. If you want to add or remove any classes or books, you can do it at this point.

2. Copy a MA from one student to another:

- Open the student who has the MA you will to copy.
- Click on **Course** tab.
- *Highlight* the MA you want to copy.
- Click **Copy**.
- Enter a name for the MA - such as Fall 2008.
- Click "**Other Students**".
- Click on the student or students you want to copy this MA to. If you are copying to more than one student, hold down the **Ctrl** key on your keyboard while clicking on student names.
- Click **Create**.