

Extension

Elements – Copying a Learning Event

CSMs: Julie Huetteman, Brad Joyce, and Cheyenne Kleist

1. Click the 3 vertical dots on the record

The title of my event						\$:
	EXTENSION LE	ARNING EVENT 🖉 💽				
SUMMARY	LABELS (1)	RELATIONSHIPS (2)	SOURCES (1)	HISTORY (3)		

2. Select 'Create Copy'

The title of my event	♡ & :
EXTENSION LEARNING EVENT 2 O Reporting Date: 01 Dec 2023 C	Image: Second state Image: Secon
SUMMARY LABELS (1) RELATIONSHIPS (2) SOURCES (1) HISTORY (3)	+) Create copy

3. Uncheck all users in the 'User relationships to copy'

User relationships to copy	Associated with	user: <u>HUETTEMAN, Julie K</u> user: <u>KLEIST, Cheyenne D</u>	
		Essential Information	
🗱 Start date	01 Dec 2023	₩ ×	?
¥ End Date	03 Dec 2023	₩ ×	?

4. Edit the record.

	Essential Information	
🛊 Start date	10 Dec 2023 📀 📾 🗙	?
≭ End Date	11 Dec 2023 🤡 🗰 🗙	?
* Title	I am changing the title after I used the copy feature	2

5. Click Save

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CANCEL		SAVE	
	CANCEL	CANCEL	CANCEL

For help with Elements, please email $\underline{COAelements@purdue.edu}$.