

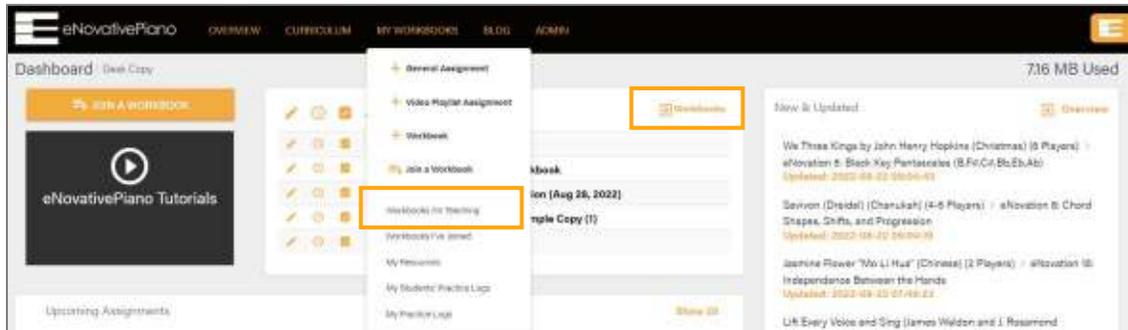
## Reusing Workbooks from a Previous Semester.

This document describes two methods for reusing a Workbook.

- Method 1: **Duplicate** an existing workbook (This creates a copy of the workbook with a new join code and new workbook URLs.)
- Method 2: **Reuse** an existing workbook (keeps the old join code and all the workbook URLs. Recommended if you are linking workbook assignments to your course LMS.)

### Method 1: Duplicate an Existing Workbook. (Creates a copy of your workbook with a new join code.)

1. From the dashboard, access your list of Workbooks by selecting either of the highlighted links.



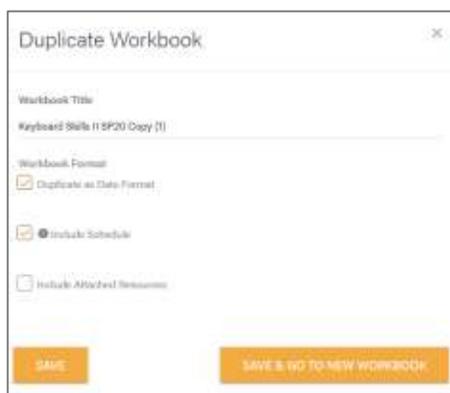
2. From the Workbook Toolbox, choose 'Duplicate Workbook.'



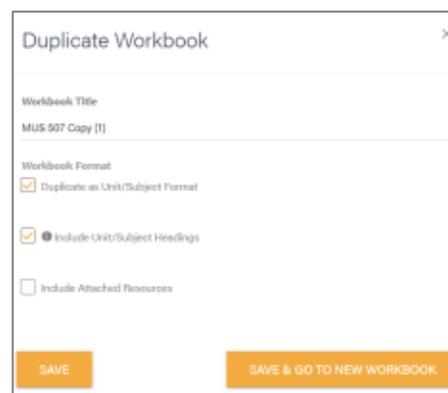
3. Duplication Options:

Default Option: Make an Exact Copy

When you select 'duplicate' the default option will make an exact copy of your existing Workbook. Select 'Include Attached Resources' if you want your resources duplicated to the new Workbook.



*Date Format*



*Unit/Subject Format*

*If you de-select "Include Schedule" or "Include Unit/Subject Headings" the assignments in your Workbook will be duplicated, but your original date schedule or units/subjects will not be included. You will be given the option to choose a new schedule or number of units to populate in your new Workbook on the next screen.*



When you select 'SAVE' the new Workbook will appear on your Workbook list with a new join code, ready for editing.

- If you duplicated a **unit/subject** or an **eNovativePiano curriculum format** Workbook, simply update any lessons that you have 'marked as completed' or hidden and it is ready for use.
- If you duplicated a **date format** Workbook, you must edit all the assignment dates for the new semester.

**Method 2: Reuse a Workbook** (same join code & assignment URLs. Recommended if linking to an LMS.)

1. Update your Current Workbook

- To reuse a **unit/subject** or an **eNovativePiano curriculum format** Workbook, simply update any lessons that you have 'marked as completed' or hidden.
- To reuse a **date format** Workbook, you must edit all the assignment dates for the new semester.

2. If you reuse a Workbook, your Roster will show prior users as 'Inactive' and current users as 'Active.' You can toggle your Roster list to show All/Active/Inactive users. If you wish, you can remove inactive users from the workbook, but they will no longer have access to the Workbook should their status change back to 'Active' at any point in the future.

