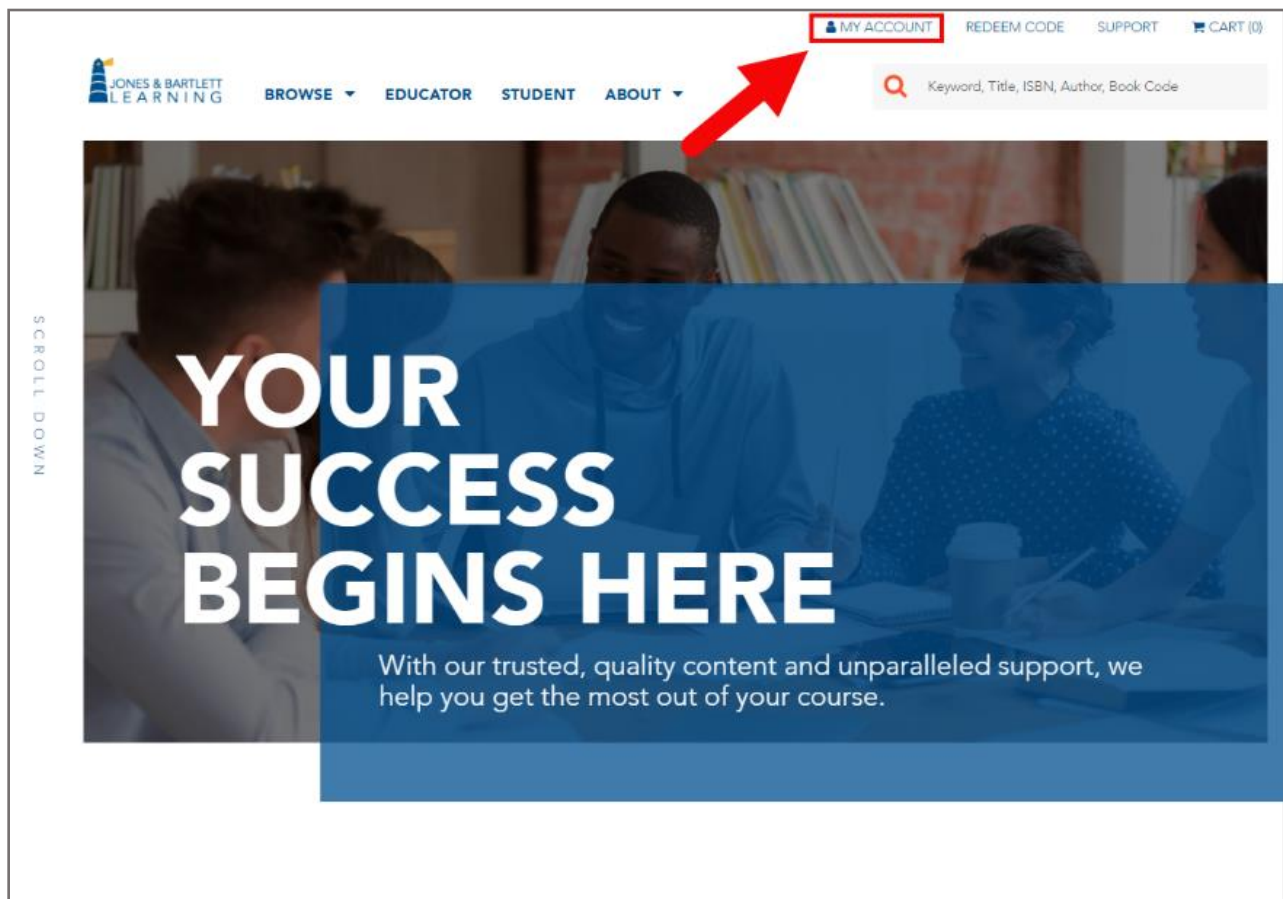


## How to Request a Course Copy

*This document contains instructions on requesting a copy of a current course ID of your choosing. A course copy is a replica of an existing course ID, which will include manual customizations, such as reorganized content, uploaded files, and quizzes and assignments. There is a standard 3-5 business day waiting period for a new course copy. The copy will display as a new course ID within your products tab when your request is completed, and you will receive a notification via email.*

1. Begin by logging into your User Account through the **My Account** button at [www.jblearning.com](http://www.jblearning.com).



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2. From your **Products** tab, click the course ID you would like to have copied.

The screenshot shows the Jones & Bartlett Learning interface. At the top, there is a navigation bar with the logo, language settings (English - EN), and links for TECHNICAL SUPPORT and REDEEM CODE. Below this is a secondary navigation bar with tabs for LEARNERS, PRODUCTS (selected), and ACCOUNT. The main content area features a filter bar with 'ACTIVE', 'EXPIRED', and 'NOTIFICATIONS 6' buttons, along with 'Show/Hide Products' and 'Redeem Access Code' options. A table below lists products with columns for HIDE, PRODUCT, NICKNAME, COURSE ID, and ALERT. The first row is highlighted with a red border, showing the course name 'Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition' and the course ID 'F248EF'. A red circle highlights the course ID, and a mouse cursor is positioned over it.

3. On the course launch page that opens, click on the **Request course copy** button directly underneath the **Launch** button. Please note, only the lead instructor of a course has access to the copy request function.

The screenshot shows the course launch page for 'Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition'. The page includes the Jones & Bartlett Learning logo, language settings, and navigation tabs. The course title is displayed prominently. Below the title, the redemption date is shown as 4/30/2020. Two red buttons are visible: 'LAUNCH' and 'REQUEST COURSE COPY'. A red arrow points from the 'REQUEST COURSE COPY' button towards the left. A mouse cursor is positioned over the 'REQUEST COURSE COPY' button. At the bottom left, there is a 'Back to Products' button.

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4. On the next page, complete all fields of the course copy **Request form**.

Request copy for

### Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition

Complete this form to request a copy of your course instance for the next course that you are running. Please note that course copy requests typically take 3-5 business days to be fulfilled.

Course ID	Instructor	Instructor Email
F248EF	Jones Bartlett	Jonesbartlett@ascendlearning.com
New Course Name	Course Start Date	Copies
	MM/DD/YYYY	1

Submit Course Copy Request

5. The **New Course Name** field is where you must enter the preferred name that you would like to use for the course title. Please note, this title will only appear within the course itself and will not affect the standard course naming displayed within your account under the **Products tab**.

Request copy for

### Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition

Complete this form to request a copy of your course instance for the next course that you are running. Please note that course copy requests typically take 3-5 business days to be fulfilled.

Course ID	Instructor	Instructor Email
F248EF	Jones Bartlett	Jonesbartlett@ascendlearning.com
New Course Name	Course Start Date	Copies
Spring 2020 EMT	MM/DD/YYYY	1

This field is required.

Enter preferred naming here

Submit Course Copy Request

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6. Next, enter the **Course Start Date** that applies to your copy.

Request copy for

**Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition**

Complete this form to request a copy of your course instance for the next course that you are running. Please note that course copy requests typically take 3-5 business days to be fulfilled.

Course ID	Instructor
F248EF	Jones Bartlett

New Course Name

Spring 2020 EMT

05/18/2020

1

Submit Course Copy Request

7. Finally, specify the number of course **Copies** you require. It is a recommended best practice to use one course ID per student cohort or class.

Request copy for

**Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition**

Complete this form to request a copy of your course instance for the next course that you are running. Please note that course copy requests typically take 3-5 business days to be fulfilled.

Course ID	Instructor	Instructor Email
F248EF	Jones Bartlett	Jonesbartlett@ascendlearning.com

New Course Name

Spring 2020 EMT

Course Start Date

05/18/2020

Copies

2

Submit

8. When ready, click the **Submit Course Copy Request** button below.

Request copy for

### Navigate 2 Essentials Access for Emergency Care and Transportation of the Sick and Injured

Complete this form to request a copy of your course instance for the next course that you are running. Please note that course copy requests typically take 3-5 business days to be fulfilled.

Course ID	Instructor	Instructor Email
7763BD	Jones Bartlett	jbartlett@ascendlearning.com

New Course Name	Course Start Date	Copies
Fall 2020 EMT	09/08/2020	2

**Submit Course Copy Request**

9. A popup window will display, which summarizes the information you have entered. If you are satisfied with your submission, click the **Confirm** button to finalize your copy request.

Request copy for

### Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured

Complete this form to request a copy of your course instance for the next course that you are running. Please note that course copy requests typically take 3-5 business days to be fulfilled.

Course ID	Instructor	Instructor Email
F248EF	Jones Bartlett	jbartlett@ascendlearning.com

New Course Name	Course Start Date	Copies
Spring 2020 EMT	05/18/2020	2

**Submit Course Copy Request**

#### Confirm Course Copy Request

You have requested **2 copies** of the course "Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition" with the name **Spring 2020 EMT** with a start date of **05/18/2020**.

**Cancel** **Confirm**

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10. Please allow 3-5 business days for your copy request to be fulfilled. You will receive a notification via email when your new course ID(s) is ready and available under your account **Products tab.**

The screenshot displays the user interface for the 'Products' tab. At the top left is the Jones & Bartlett Learning logo. To the right, there is a language dropdown set to 'English - EN', and links for 'TECHNICAL SUPPORT' and 'REDEEM CODE'. The navigation bar includes 'Jones | Log Out', 'LEARNERS', 'PRODUCTS' (highlighted), 'RECERT', and 'ACCOUNT'. Below this, there are filter tabs: 'ACTIVE' (selected), 'EXPIRED', and 'NOTIFICATIONS'. To the right of these are buttons for 'Show/Hide Products' and 'Redeem Access Code'. The main content area features a table with the following columns: 'HIDE', 'PRODUCT', 'NICKNAME', 'COURSE ID', and 'ALERT'. Three rows of data are visible, all representing the same product title.

HIDE	PRODUCT	NICKNAME	COURSE ID	ALERT
	Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition		B5F233	
	Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition		A7223C	
	Navigate 2 Premier Access for Emergency Care and Transportation of the Sick and Injured, Eleventh Edition		F248EF	

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