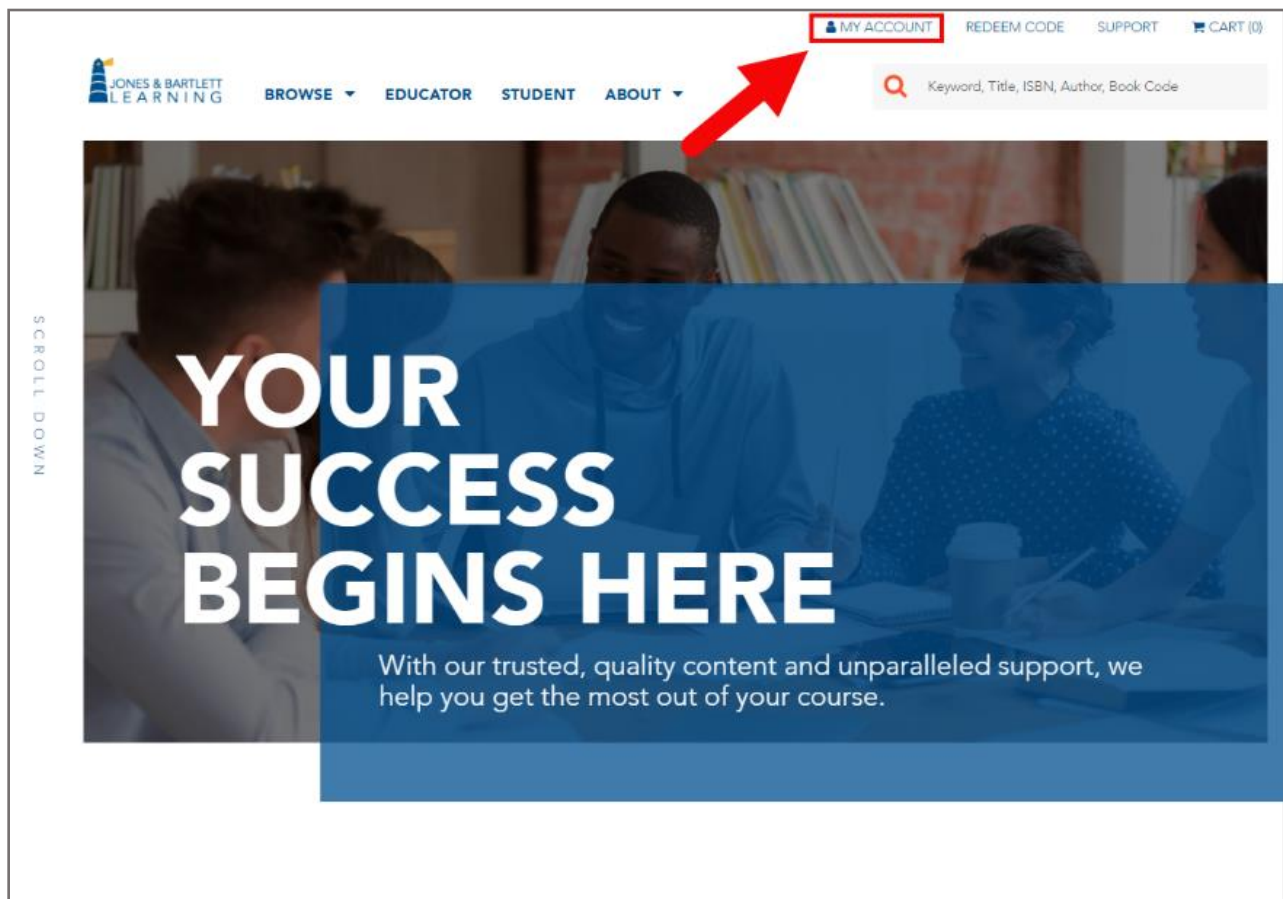# How to Request a Course Copy

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.

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

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.

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

Course Start Date   Copies

New Course Name   MM/DD/YYYY   1

Spring 2020 EMT   This field is required.

Enter preferred naming here

Submit Course Copy Request

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

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.

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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, Eleventh Edition

Complete this form to re... ning. Please note that course copy requests typ...

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

Course ID		
F248EF		...rning.com

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

Submit Course Copy Request

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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.**