

Guide on How UM Lecturers to reuse courses created in UM E-Learning

(* Only for courses offered in UMISISWEB)

To reuse the course materials uploaded into the course created from previous semester, use Fetch Course function to reactivate the course for the current semester

1. Click **My Portfolio** icon
2. Click Fetch Course button
3. Choose Session and Semester. Sample : Session 2008/2009 Semester 1
4. Click **Activate** button
5. You will receive this message "This Portfolio has been created before. You can create new one or can use/select from your old portfolio"
6. To reuse the course materials uploaded into the course created from previous semester, please tick/mark the round option next to the course name (below **Available Course**)
7. Click **Activate** button.