Cloning an Activity - Instructor Led

The purpose of this job aid is to go through the steps needed to clone an activity in ELM. Within ELM, you MUST create a new activity record each time the class is taught. It is recommended that you use the cloning functionality when creating multiple sessions for the same activity. Cloning activities allows you to set up duplicate training activities quickly.

1. In OAKS ELM, navigate to Enterprise Learning > Catalog > Maintain Activities.

2. Locate the activity you wish to duplicate, click the Clone link.

3. On the Activity Cloning page, change the Activity Status to Active.

4. Enter the new Start and End Dates for that session.

5. Click the Copy the Activity Session Information check box to select it.

6. Click the Continue button.
7. On the **Activity Details** tab for the new activity, verify the **Instructor**, **Facility** and other activity details based on the specifics for the new activity. Change as necessary.

![Activity Details Tab](image)

8. On the **Learning Components** tab, select **Edit** next to the current **Sessions Component**.

![Learning Components Tab](image)
9. Click the *Sessions* tab.

Notice the Scheduling Conflicts warning. This is because the session currently has the same details as the previous activity. They system is listing 2 activities in the same place at the same time.

10. Click the date to view the *Session Details*.
11. On the **Session Details** page, change the **Date, Start/End Times, Facility, Room, and Instructor** as necessary.

12. Click the **Apply** button.

13. Click the **OK** button.
14. This takes you back to the **Sessions** tab. The warning is gone.

15. Click the **Return to Activity** link.

16. When you return to the activity, you can click the **Clone** link again to create another duplicate activity or click **Save** to complete the task.