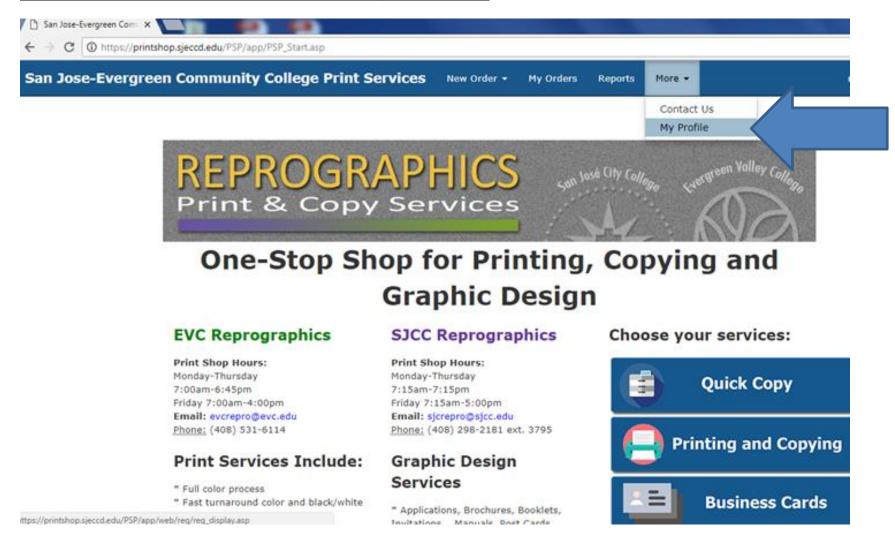
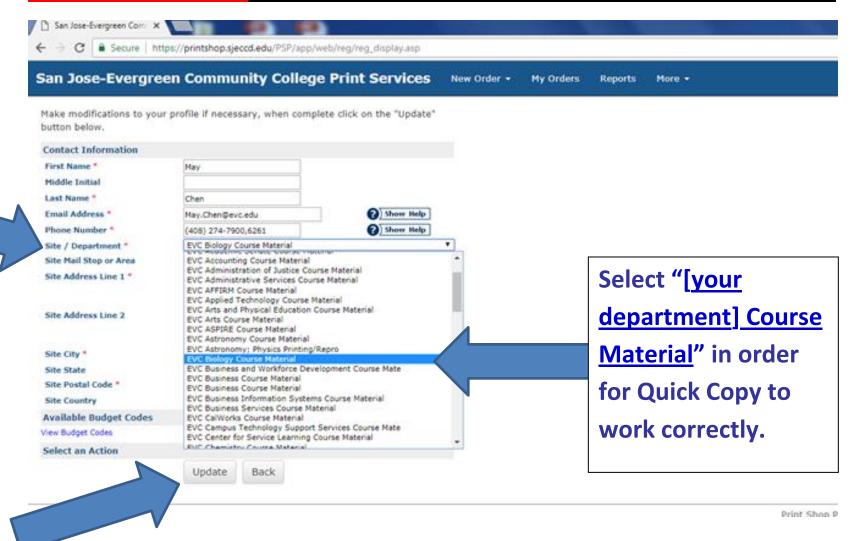
Revised: June 8, 2020

Log in and go to "More" → "My Profile"



Go to "Site / Department" and use the drop down menu to select your department (English, Biology, etc.). Your selection must have the words "Course Material" in order for Quick Copy to work properly. Update.



After your update, go to "New Order" → "Quick Copy" and the icons should now show up.

