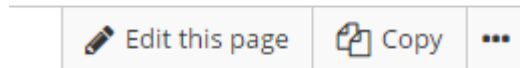


## COPYING TEMPLATES

### Steps for students to make a copy of the template:

If you are required to copy a template provided by your lecturer, go to the relevant group page, access the template, then on the top right corner of your page click on copy.



Rename the template to what you were instructed to name it.


Display page  Share page

Edit content Edit layout Edit title and description

*Fields marked by '\*' are required.*

Page title \*

The copied page/collection will appear with the title ending with 'v.2'. This can be renamed if required.

If a page is copied, click the  button and the copied page will appear under the student's list of pages in their portfolio.