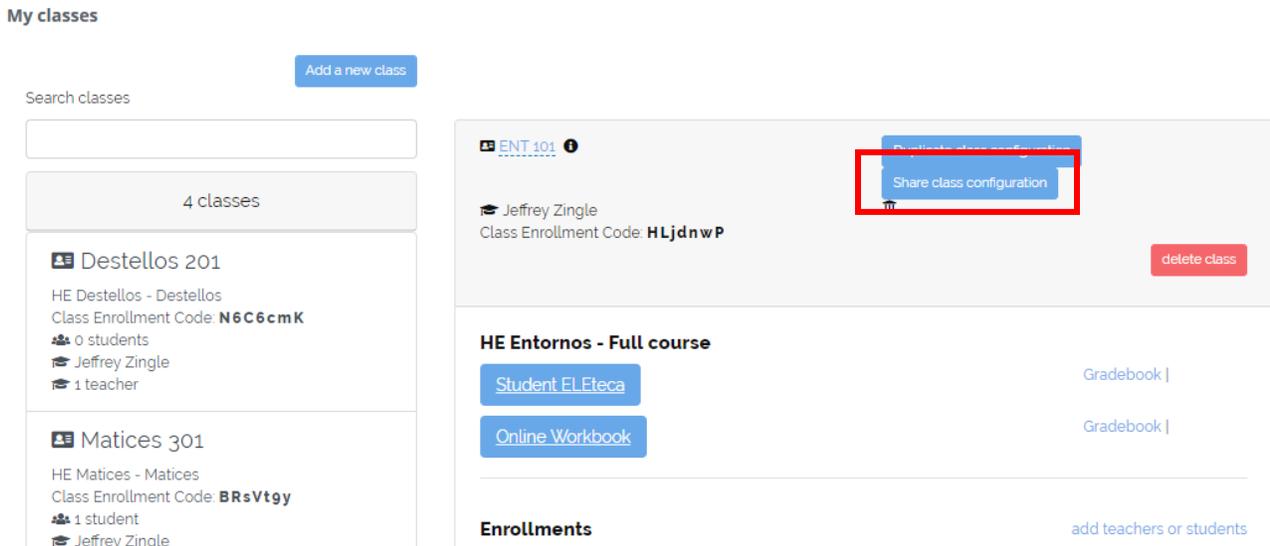


Sharing Created Classes with Teachers

Similar to duplicating a class, you can also share your created class with other teachers in your program. **The teachers must have an account and have activated the same materials you are using.** Again, all assign dates, created activities, shown/hidden exercises, and late submission settings will follow into the new class (student enrollment, grades, and additional teachers will not carry over):

1. Select your class in **My classes** then click on **Share class configuration**:



My classes

Search classes [Add a new class](#)

4 classes

- Destellos 201**
HE Destellos - Destellos
Class Enrollment Code: **N6C6cmK**
0 students
Jeffrey Zingle
1 teacher
- Matices 301**
HE Matices - Matices
Class Enrollment Code: **BRsVtgy**
1 student
Jeffrey Zingle

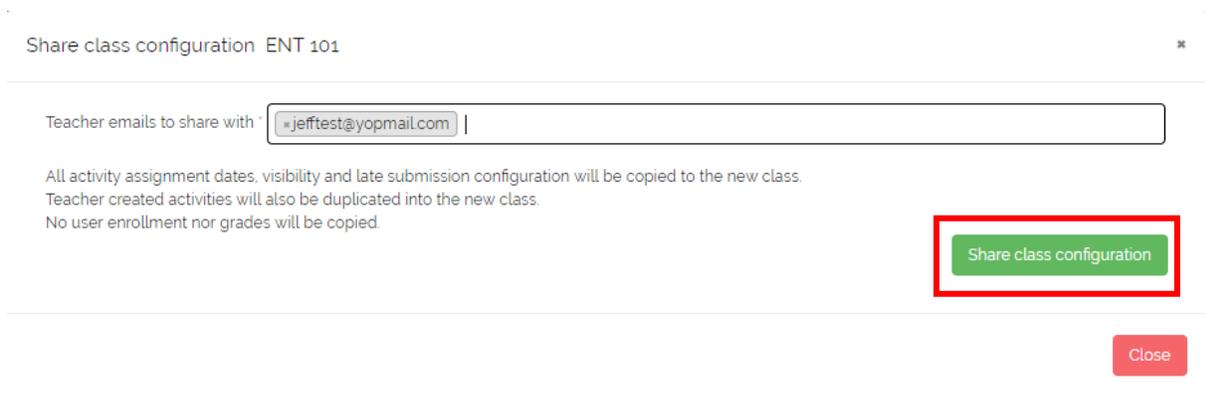
ENT 101
Jeffrey Zingle
Class Enrollment Code: **HLjdnwP** [delete class](#)

HE Entornos - Full course

- [Student ELteca](#) [Gradebook |](#)
- [Online Workbook](#) [Gradebook |](#)

Enrollments [add teachers or students](#)

2. Enter the email address(s) of the teacher(s) you want to share your class with and click **Share class configuration**. **Email addresses must match the ones they used to register their accounts in ELEteca:**



Share class configuration ENT 101

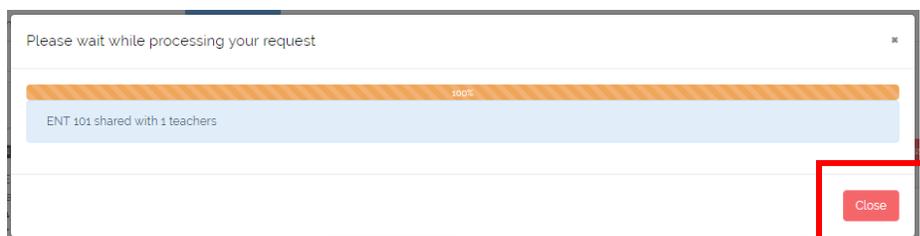
Teacher emails to share with:

All activity assignment dates, visibility and late submission configuration will be copied to the new class.
Teacher created activities will also be duplicated into the new class.
No user enrollment nor grades will be copied.

[Share class configuration](#)

[Close](#)

3. Once progress bar hits 100%, click on **Close**:



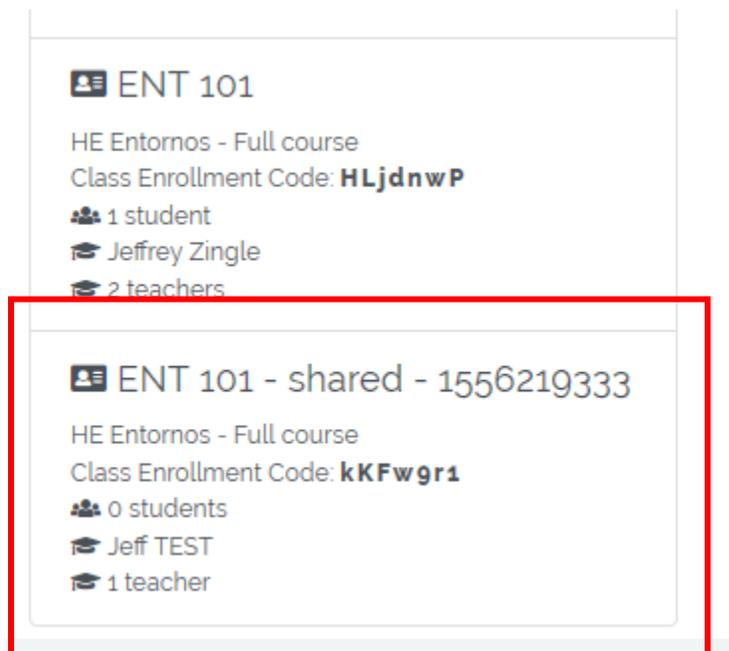
Please wait while processing your request

100%

ENT 101 shared with 1 teachers

[Close](#)

4. Your new class will now appear in the teacher's **My Classes**. The class name will be the same, followed by "Shared". It is recommended that the teacher change the class name to reflect their class/section:



Questions about....

Need additional help? Please go to <https://edinen.es/ele-help>

Scheduling a Training? To schedule a training, please fill out this [form](https://goo.gl/forms/nqo2G5mDRWeaB9c93) (<https://goo.gl/forms/nqo2G5mDRWeaB9c93>)

Authentic resources? Please visit the Pinterest pages for Cambridge Spanish: www.pinterest.com/cambridgeesp

Other questions? Contact your [K-12 Language Specialist](http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states) (<http://www.cambridge.org/gb/education/find-your-sales-consultant/united-states>) or

your [Higher Ed Language Specialist](http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data) (<http://www.cambridge.org/gb/cambridgeenglish/contact/united-states?contact-type=Sales+Representative#contact-data>)