

Copy a Session

When to use: When you wish to create a session that is virtually identical to another except for date and learners enrolled.

Log into MAX

- 1) Navigate to <https://www.tracommax.com/>
- 2) Enter both your **User Name** and **Password** (both are case sensitive)
- 3) Click "**LOGIN**"

Find the Session you wish to copy

- 1) Under **SESSIONS** tab, click "**Manage Session**"
- 2) Click on the Session name

Copy Session

- 1) Click "**Copy Session**"
- 2) If you agree with the message click "**OK**", if you do not click "**Cancel**"
- 3) A new session is created. Enter **Session Name**, **Session Start** and **End Date**
- 4) Click "**Save**"

Verify Session information and Activate

- 1) Check each **Session Snapshot** section
- 2) Click "**Save as Complete**" for each
- 3) When all is complete and checked click "**Activate Session**"