Clone a FlexLesson

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This functionality is used for the following scenarios:

- To create an editable copy of a published lesson.
- To create an editable copy of a lesson that has been shared with you.
- To create an editable copy of a Built-in lesson.

When you clone an **unpublished lesson**, you create a duplicate of that lesson that is also unpublished.

When you clone a **published lesson**, you create a duplicate of that lesson that is also unpublished.

The Clone functionality is especially helpful because although you cannot directly edit published lessons, you can edit their clones.

To Clone a FlexLesson:

1. From the Dashboard, select Create Custom Lesson.

Pathful	Dashboard Career v Postsecondary v Work-based Learning v Employability v My Tracker v My Da	ita v 🙆 v
Welcome ba	ick, Alex	
My Dashboard Favorites	My Sessions Manage Users Manage Groups	
FlexLesson Assignmer	ts + CREATE CUSTOM LESSON	View All \rightarrow

2. Sort by Lessons or Drafts to locate the lesson you want to clone.

Pathful			
Lessons Drafts	Search lessons, tags, or outcomes	Built-in Lessons	~

- 3. Click the vertical ellipses at the bottom right of the FlexLesson card.
- 4. Select Clone.
- 5. Click Yes in the Please Confirm pop-out box.

• You now have a duplicate of this FlexLesson in Drafts. To Edit the new FlexLesson, refer to Edit a Built-in Flexlesson.



