How to Save a Demo Copy of a DRF Template & Program

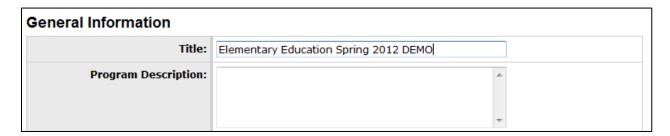
Click DRF Programs from the main TS Coordinator menu.



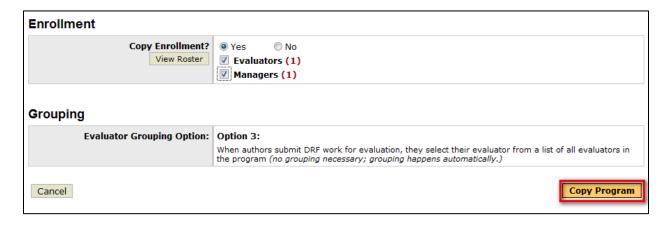
Click Copy next to the appropriate DRF Program.



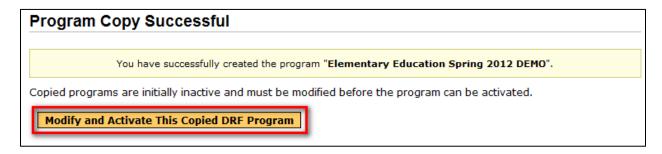
Rename it as a Demo.



Choose to copy the enrollment, check all roles, and click Copy Program.



Click to modify and activate the demo program.



Click Tab 2 - DRF Template.



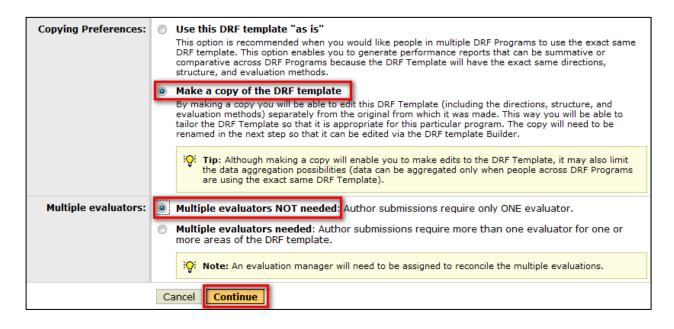
Choose My DRF Templates from the drop down menu and click Go.



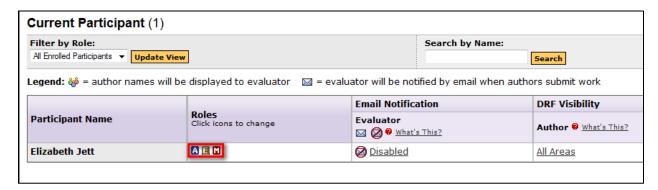
Select the appropriate template.



Choose to make a copy of the template. (This will enable you to continue to experiment with the template without interfering with any data being collected from the students at the time.) Also, choose whether or not multiple evaluators are need and click Continue.



Continue to Tab 3 – Enrollment to assign yourself the student role by clicking the "A" next to your name. (You can also enroll other faculty into your demo from this step as well.)



Continue to Tab 6 - Status to activate your Demo program. You may do so by clicking Change Status to Active.

