How to Perform a Course Copy

A COURSE COPY WILL NOT REPLACE A PREVIOUS COPY, INSTEAD THE COPIED MATERIALS WILL BE DUPLICATED.  IF YOU ACCIDENTALLY DO THIS, CONTACT OIT FOR OUR ASSISTANCE.

- Access the course you want to copy from and ensure **Edit Mode** is on
- On the **Control Panel**, click **Packages and Utilities** and **Course Copy**

- Click **Browse** to find your course.
  - You may narrow your search by specifying the course name
• Select everything you would like to copy over by placing a checkmark in the boxes
  o If you have Assignments, make sure to include Grade Center Column and Settings otherwise they will not copy over
  o If you have any Quizzes, Tests, or Surveys, make sure to include Tests, Surveys, and Pools along with Grade Center Column and Settings
  o If you want to copy a Discussion Forum, you may choose to copy the forums or the forums plus the starter post.

• Leave Copy links and copies of content selected by default.

• Click Submit.

• You will receive an email when the copy is complete.