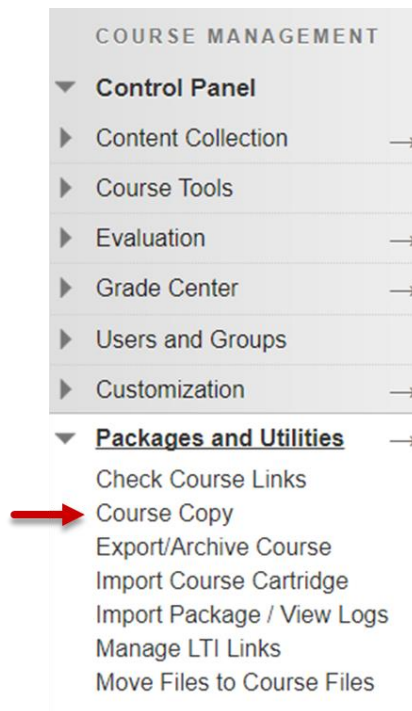


## How to Perform a Course Copy

A COURSE COPY WILL NOT REPLACE A PREVIOUS COPY, INSTEAD THE COPIED MATERIALS WILL BE DUPLICATED. **IF YOU ACCIDENTLY 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 COPY TYPE

Select Copy Type

Copy Course Materials into an Existing Course ▼

### SELECT COPY OPTIONS

\* Destination Course ID

Browse...

- Select everything you would like to copy over by placing a checkmark in the boxes
  - If you have **Assignments**, make sure to include **Grade Center Column and Settings** otherwise they will not copy over
  - If you have any **Quizzes, Tests, or Surveys**, make sure to include **Tests, Surveys, and Pools** along with **Grade Center Column and Settings**
  - 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.

Course Files

- Copy links to Course Files
- Copy links and copies of the content
- Copy links and copies of the content (include entire course home folder)

- Click **Submit**.
- You will receive an email when the copy is complete.