

Copy Course

Once official course shells are created, you may copy content from your developmental course shell into your official course shell.

1. Enter the course you want to copy content from.
2. Select **Packages and Utilities** in the **Control Panel** area of your existing course.
3. Select **Course Copy**.
4. In the **Select Copy Type** area, select **Copy Course Materials into an Existing Course**.
5. Click **Browse to locate the Destination Course ID**.
6. **Search** by Course ID, Instructor or Name/Description to access your course list.
7. **Select** the button next to the **Destination Course ID** of the course you want to copy the content to.
8. Select the items you would like to copy and click **Submit**.

An email will be sent once the Course Copy task is complete. Once this email is received, check the destination course to verify that the selected materials were copied successfully from the original course. You will also see a message in yellow at the top of the destination course once the course copy is complete.