

## **Copy Course**

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

1. Select **Packages and Utilities** in the **Control Panel** area of your developmental course.
2. Select **Course Copy**.
3. In the **Select Copy Type** area, select **Copy Course Materials into an Existing Course**.
4. Click **Browse** to **locate the Destination Course ID**.
5. **Search** by Course ID, Instructor or Name/Description to access your course list.
6. **Select** the button next to the **Destination Course ID**.
7. Select the items you would like to copy and click **Submit**. \*You may need to scroll to the bottom right hand side of the screen to see the **Submit** button.

An email will be sent once the Course Copy task is complete. Once this email is received in your Fresno State email account, check the destination course to verify that the selected materials were copied successfully from the original course.