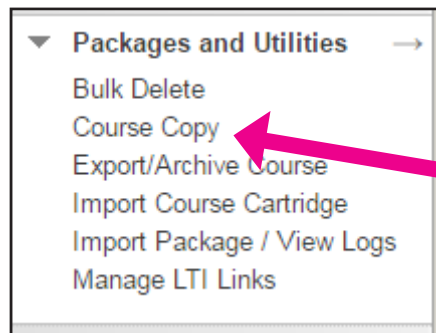


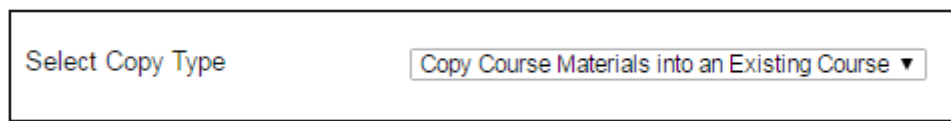
How to Course Copy

How to Course Copy

1. Enter the course that has the content you would like to copy.
2. Click **Packages and Utilities** in the Course Management section of the navigation bar.
3. Select **Course Copy**.



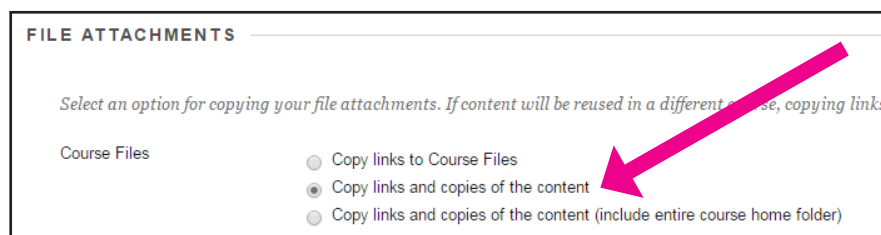
4. On the **Course Copy** page, select the option **Copy course Materials into an Existing Course**.

A screenshot of a form element with the label "Select Copy Type" and a dropdown menu. The dropdown menu is open and shows the selected option: "Copy Course Materials into an Existing Course".

5. In the **Destination Course ID** box, click the Browse button to bring up the list of courses you are currently enrolled in.
6. Select the appropriate **Course ID** from your list of courses and click **Submit**.

A screenshot of a form titled "SELECT COPY OPTIONS". It features a field labeled "Destination Course ID" with a red asterisk icon to its left. To the right of the field is a "Browse..." button.

7. Click the **Select All** button.
8. Under **File Attachments**, verify the 2nd option (**Copy links and copies of the content**) is selected.

A screenshot of a form titled "FILE ATTACHMENTS". It contains a heading "Course Files" and three radio button options. The second option, "Copy links and copies of the content", is selected and highlighted with a pink arrow. The options are: "Copy links to Course Files", "Copy links and copies of the content", and "Copy links and copies of the content (include entire course home folder)".

9. **DO NOT** select Include Enrollments in the Copy.
10. Click **Submit**.