Course Copy Procedure

- Navigate to and open the course you wish to copy FROM under “My Courses.”

- Once you are inside the course, go to Course Management> Packages and Utilities

- Click on Course Copy

- Select Copy Course into an Existing Course
• Type in the Course ID to which the material will go OR select BROWSE to choose from your list of available courses. Remember, this is the course you are copying TO.

![SELECT COPY OPTIONS](image)

• Once you have chosen the destination course, Click Select All. Alternatively, you may select only specific things you want copied. Anything “checked” will go into the destination course.

![Select All](image)

• Click SUBMIT

![Submit](image)

• Wait until you receive a confirmation e-mail before you log into your copied course.

***Note: You must be faculty in both the course you are copying and the course you want your material to be copied to***