How to Copy a Course

Step 1:
Enter your old course and go to the Control Panel.

Step 2:
Select Packages and Utilities and then choose Course Copy.

Step 3:
Browse for your Destination Course, choose your new course, and then click on submit.

Step 4:
Choose the areas you’d like to copy to the new course.

*Tip
Resist the urge to copy everything. Some items, like adaptive release, will require editing in the new course.

Other items such as Instructor Resources, Get Help, and Library Resources are standard in all courses so you don’t need another copy.