1. Please enter the course you wish to copy

2. In the Control Panel under Packages and Utilities, click Course Copy. (See Fig.1)

The Course Copy screen appears, please adjust the following options:

a) **Select Copy Type**
   Chose the default option to **Copy Course Materials into an Existing Course** (See Fig. 2)

b) **Select Copy Options**
   In the **Destination Course ID** field, click browse to find the Course ID for the existing blank course shell you are copying in to. (Fig. 3)

**NOTE:** Only courses in which you have the role of instructor, or Teaching Assistant (TA will be visible).

c) **Select the course materials** that you want to copy over to the existing course or click on Select All. (See Fig. 3)

**Note:** A course copy operation cannot be completed if you do not select at least one option under Course Materials. A warning is displayed if nothing is selected.
3. **File Attachments**
   Leave the default option *Copy links and copies of the content* (See Fig. 4)

![File Attachments](image)

**Fig. 4**

4. **Click the Submit button to process the Course Copy** (See Fig. 5)
   A green banner will appear at the top of your screen indicating success.

![Submit Button](image)

**Fig. 5**

**Additional Notes:**
The Course Copy function is a process that needs to complete before you will see a successful copy. Therefore please WAIT for the system email confirmation indicating that the copy process has completed.