



How-To Copy Your Course

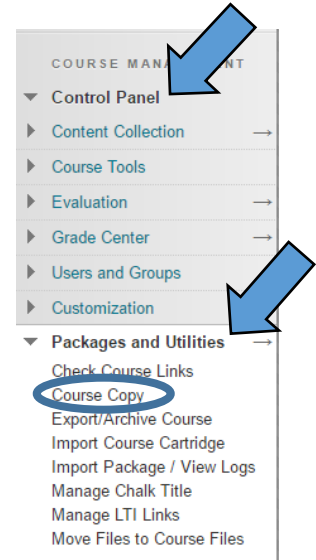
- Begin in the course you want to copy FROM.
- Go to [Control Panel](#) > [Packages and Utilities](#) > [Course Copy](#).
- Click [Browse](#) to select the course you want to copy TO and click [Submit](#).
- Under [Select Course Materials](#), click [Select All](#).

SELECT COPY OPTIONS

 * Destination Course ID [Browse...](#) 

Select Course Materials

[Select All](#) [Unselect All](#)



- You may de-select items you do not wish to copy such as "Announcements" which are often dated. **Please note, it is much easier to delete duplicated content than it is to re-copy missed content. When in doubt, copy it!**
- You can safely de-select any items that are already on the menu of the course you are copying TO such as "Student Support" or "General Information".
- Scroll to the bottom of the page.
- Click [Submit](#).
- ❖ Please be patient. Copying a course can take time and opening the course before the copy is complete can interrupt the process. You will always receive an email when the course copy is finished.
- ❖ If you need additional assistance, please submit a [Service Desk Request](#). A member of the OLII team will gladly assist you with your request.