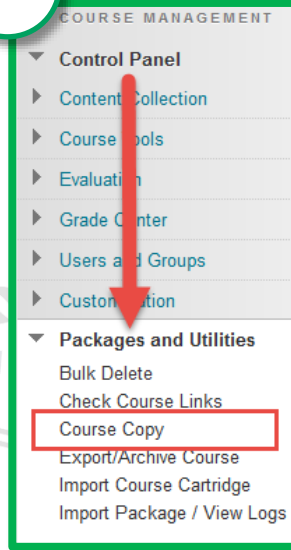


# Course Copy

1. **Caution: Enter the source course with content in it.**

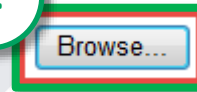
2. Navigate to “Packages and Utilities” > “Course Copy.”

2.



3. Select the “Destination Course ID” using the “Browse” button. **Caution: Do not select the source course ID you are currently in.**

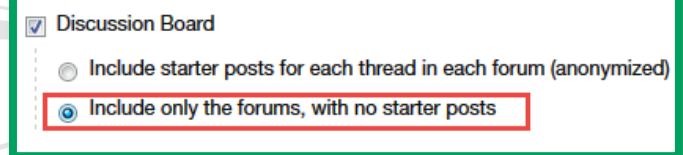
3.



4.

4. Use the “Select All” button to select your course materials. Modify the “Discussion Board” to “Include only the forums.”

Select All



5.

Submit

5. Leave check boxes default and click “Submit” to process your course copy.

6. Monitor the copy process with the notification bar.

6.

Success: Course copy action queued. An email will be sent when the process is complete.

Packages and Utilities

7. Check the destination course to assure the course copy has completed correctly.