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.
- 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.