Copying Course Content from One Course to Another Course or Course Section

1. Login to the course you want to copy the content FROM
2. In the Control Panel under Packages and Utilities click Course Copy

3. Choose “Copy Course Materials into an Existing Course”
4. Enter the course ID of the course you want to copy TO. If you don’t know the course ID click the Browse button and select the course. Select the content you want to copy to the destination course.
5. DO NOT check the box to copy the enrollment to the destination course
6. Click Submit when done
You will see confirmation at the top of the window that the copy was successful.