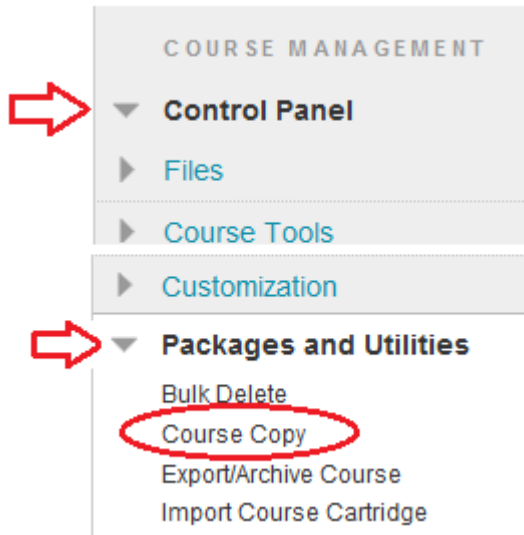


How to Copy a Live Course to a Template

1. Go to your Live Course. Your live course begins with the session code, followed by the course code, crn, and course name. Example. 201909_COMM1048_3456_College Writing Skills
2. On the Control Panel, under Packages and Utilities, click Course Copy



3. Select: "Copy Course Materials into an Existing Course"

Select Copy Type

Copy Course Materials into an Existing Course ▼

4. Next, you must identify the template that you would like to copy your course into. To do this, click "Browse" beside the Destination Course ID to browse your courses and templates. Select the appropriate template and click "Submit".

* Destination Course ID

Course ID

Blank_Course_AHunt_Trainin

Blank_Course_AHunt_Trainin

- Next, select the Course Materials that you want to copy over to your template. You can select “Select All” to copy the entire course into your template, or you can select individual content areas to copy.

Select Course Materials

Content Areas

- Week 1
- Week 2
- Tests

- Click Submit
- Once the “Course Copy” is completed you will receive a success message.

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