

# Copy course content

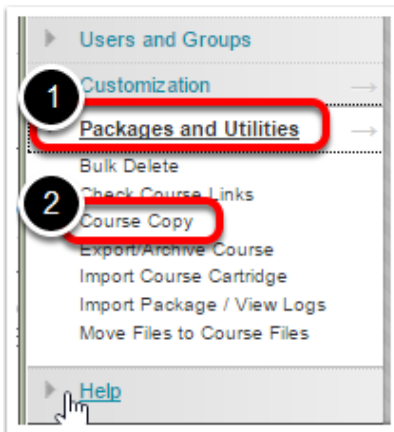
Copy content from an existing course into a new course shell.

## 1. Open existing course

Go into the existing course that contains all of the content you would like to copy.

## 2. Control panel

Go to the **control panel** on the bottom left-hand corner of the course, click on **Packages and Utilities** and then click on **Course Copy**

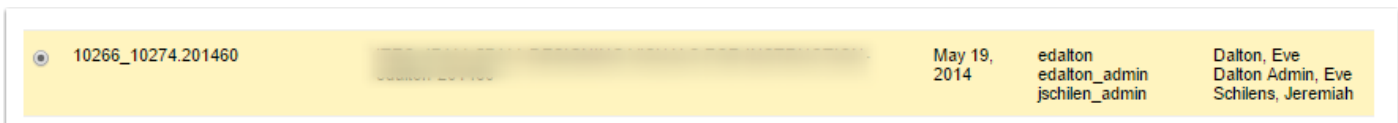


## 3. Select the copy type

The copy type will be automatically selected: **Copy Course Materials into an Existing Course**.

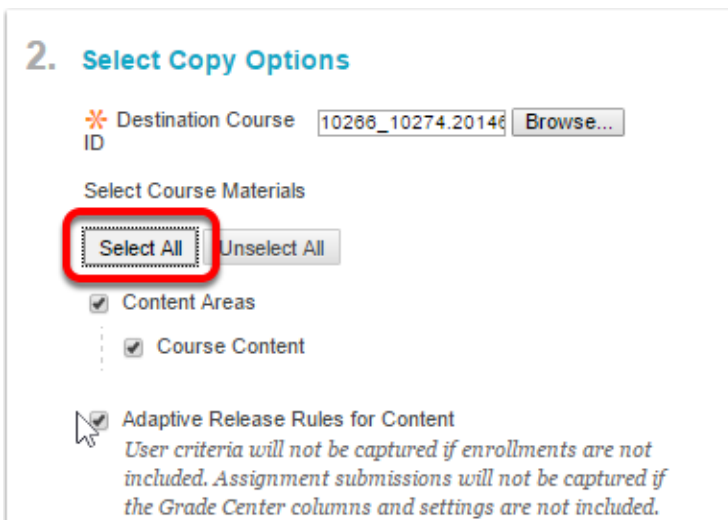
## 4. Destination course selection

Browse to select the course that will receive the content and click the **Submit** button. You can only select one course at a time.



## 5. Click the Select All button

This will select ALL content within the existing course to copy to the new course.



## 6. File Attachments (important)

Select this option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click [More Help](#) for additional information.

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Course Files

Copy links and copies of the content (include entire course home folder)

Package Size

## 7. Enrollments

Do Not select the Enrollments. This will copy all enrollments from existing course and insert them into the new course. (Example – by selecting this option, it will copy all Spring enrollments from existing course and insert them into the new Summer course along with all of the Summer enrollments).

### 4. Enrollments

Copy enrollments for all users in the course. This option does not copy enrollments that are only copied with Exact Copy.

**Do not check**  Include Enrollments in the Copy