Helpful Tip:
Before you copy materials into a new course shell, remove all of the NEW buttons (buttons in the new course shell). This process may sound odd, but sometimes when you copy one course into another, you end up with 2 sets of buttons/menu items. To remove the buttons in the NEW course shell:

1. Go into the Control Panel.
2. Under Course Options, select Manage Course Menu.
3. Click Remove beside each button.

1. Open the Source Course (course that contains the material to be copied).
2. Enter the Control Panel.
3. Under Course Options, click Course Copy.
4. Click Copy Course Material into an Existing Course.

- Copy Course Materials into a New Course
- Copy Course Materials into an Existing Course
- Copy Course with Users (Exact Copy)
5. Under **Option 1**, click **Browse** to search for the **destination** course.

![Select a Course](image)

6. Select and enter your search criteria. For example, if you search by **Instructor**, you will select **Instructor** and enter your **login ID**.

Search by:  
- Course ID
- Instructor
- Title/Description

Created in Last:  
- All Courses
- Month
- Day

7. Click **Search**.

8. Locate the **Destination Course** (course into which the material will be copied).

<table>
<thead>
<tr>
<th>Course ID</th>
<th>Course Name</th>
<th>Created</th>
<th>Instructor ID</th>
<th>Instructor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training_Lewis</td>
<td>Training_Lewis</td>
<td>Aug 17, 2005 tolewis</td>
<td>Lewis, Tracy</td>
<td></td>
</tr>
</tbody>
</table>

9. Click **Select**.

10. Under **Option 2**, select the **Course Materials** you would like copied into the destination course.

   ![Select Course Materials](image)
11. Skip Option 3. You should NOT copy any enrollments.

12. Under Option 4, click Submit.

13. You will receive an email when the process has been completed.