7. How do I copy course materials from previous semester into a new course?

To copy course content from previous semester follow these steps

1. In the Control Panel, click **Packages and Utilities**
2. In the submenu click **Course Copy**
3. Click **Browse** button to find the destination course
4. In the new window, find the course you wish to copy materials into and select the radio button
5. Click **Submit**
6. Select all boxes you wish to copy into the new course
7. Click **Submit**

**NOTE:** DO NOT select Enrollments