

Copy teaching materials to a new course

Target audience

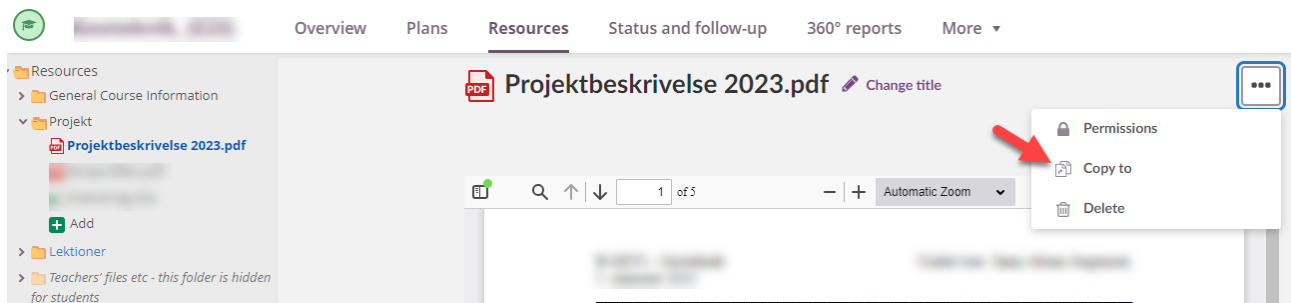
1. Teachers

This guide contains information about how to:

1. Copy a single element, e.g. a file, folder, page, test, learning path etc. to a new course.
2. Copy a single plan to a new course.
3. Copy and entire topic including all materials to a new course.

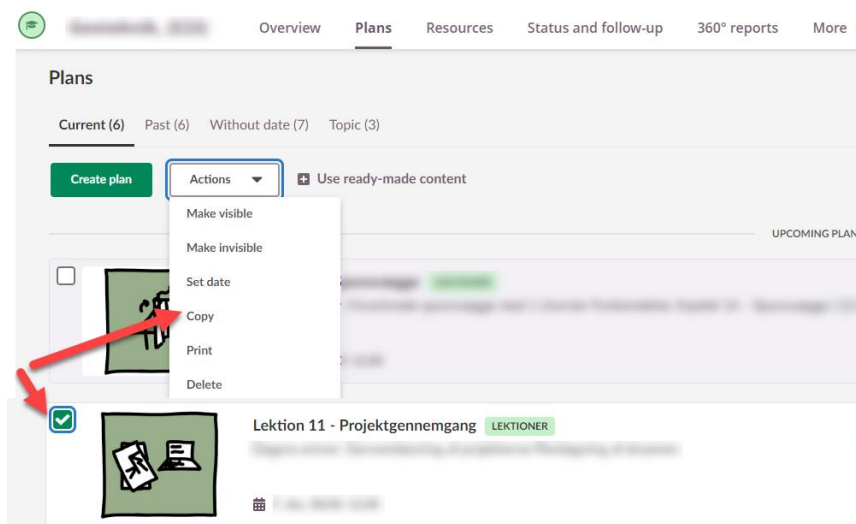
Copy a single element (fx file, folder, page ao.) to a new course

Go to the element you wish to copy, click the button with three dots at the top and choose *Copy to*. Then choose which course you'd like to copy to.



Copy a single plan to a new course

Go to *Plans* in the top menu and choose the plan you wish to copy. Click *Action* -> *Copy*. Then choose which course you'd like to copy to.



Copy an entire Topic including all materials to a new course

Go to *Plans* in the top menu and choose Topics. Tick the Topic you wish to copy. Click *Action* -> *Copy*. Then choose which course you'd like to copy to.

