Copy an Existing Course

1. To get started, click on the link to Sherpath within your course.
2. The welcome screen displays with two options: Create a new course or Copy an existing course.

NOTE: If this is the first time you are using a particular Sherpath collection, Create a new course will be the only option.

3. Click the radio button next to Copy an existing course.
4. Then, click the dropdown box under **Select a course to copy**.

5. Click on the course you wish to copy.

**NOTE:** The course you are copying from must be the same term length as the one you are creating.
6. Next, click the calendar icon in the date box under *When does your copied course start?*

7. Select your start date from the calendar or type the date into the text box.

8. Then, click the **COPY COURSE** button.
9. A Course Setup window will pop up, restating the dates and asking if they are correct.

10. Click **SUBMIT** to confirm.

11. The Course Plan page appears. You have copied your course!

**END OF GUIDE**