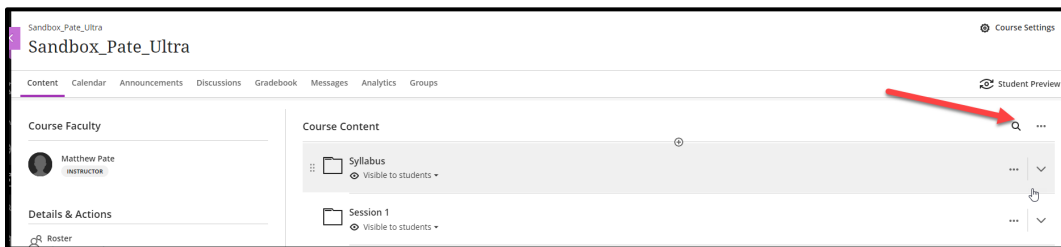


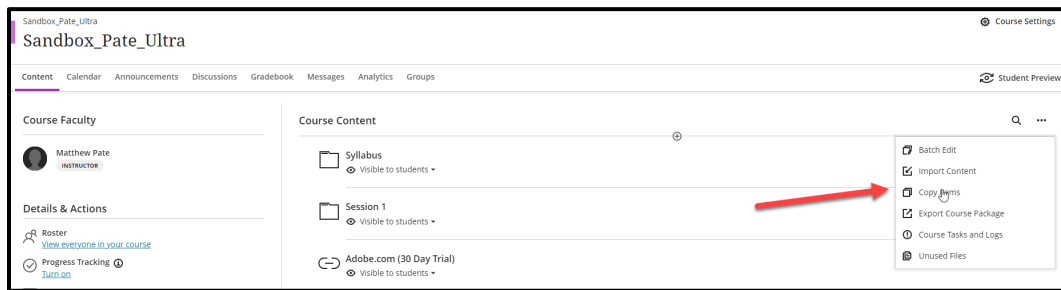


Copying Course Content from Another Ultra Course

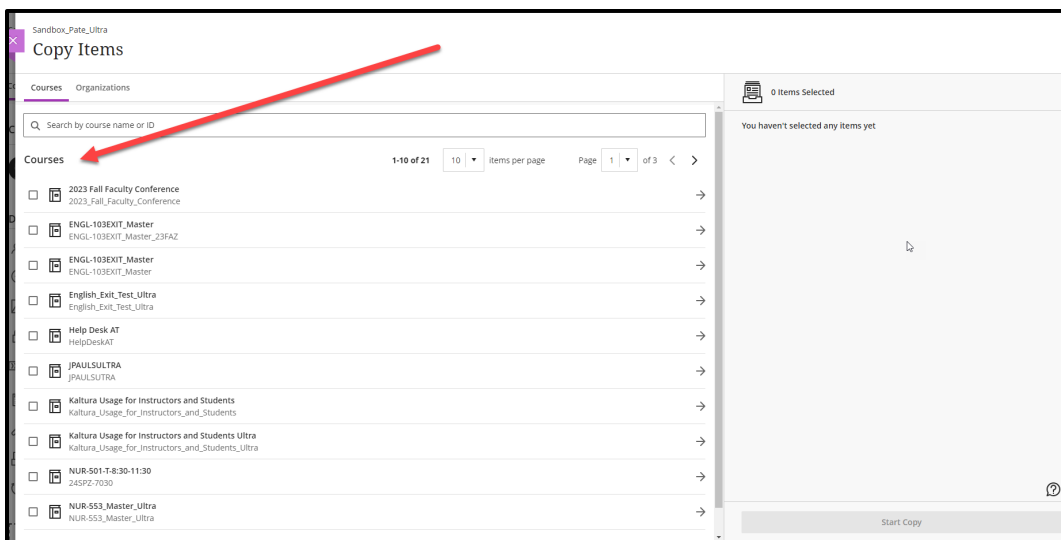
The first step when trying to copy content from a previous Ultra course is to access the 3 ellipses on the right side of the **Course Content**.



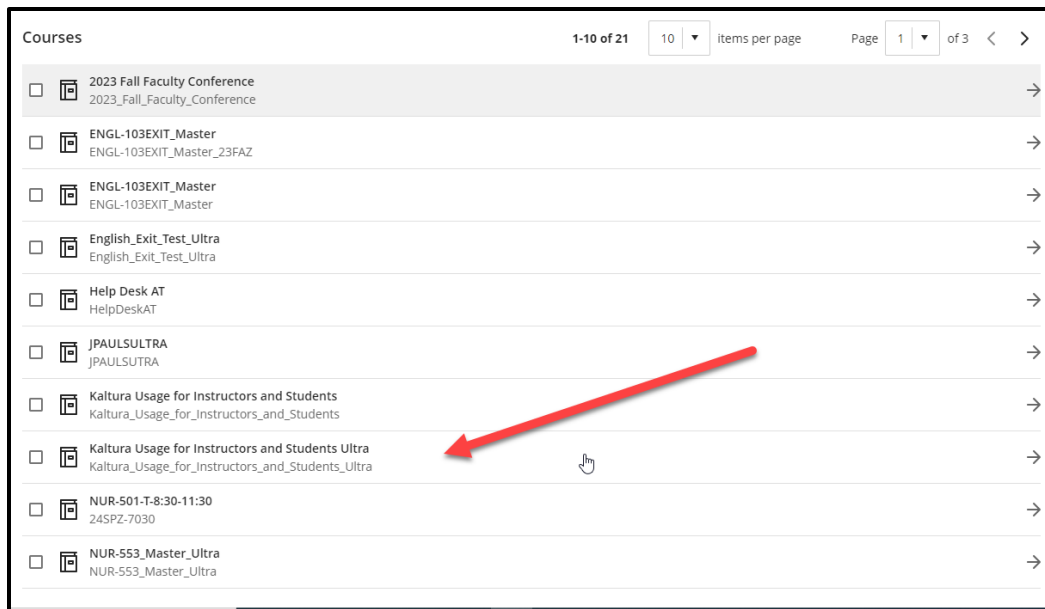
You will select the ellipses and locate the menu that drops down with options.



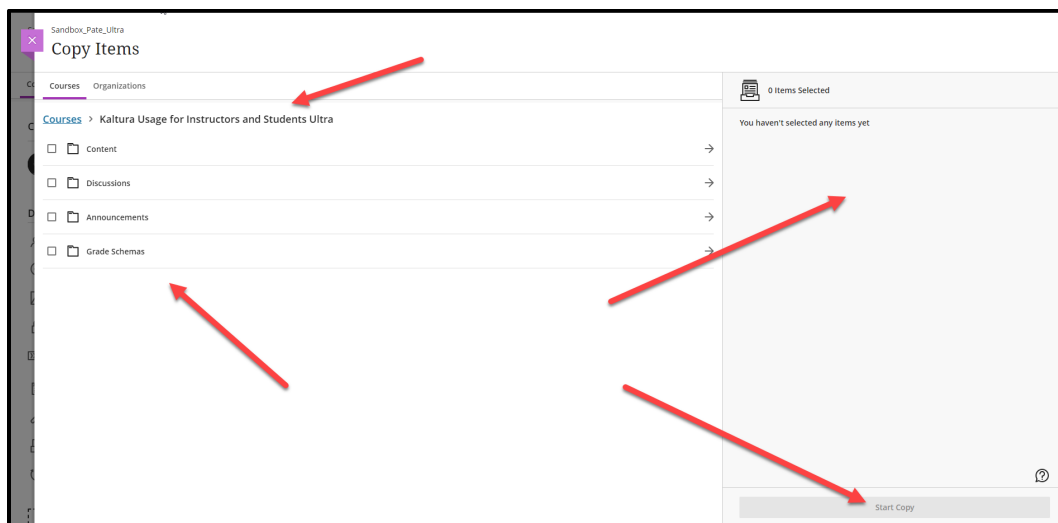
Select **Copy Items** from the menu.



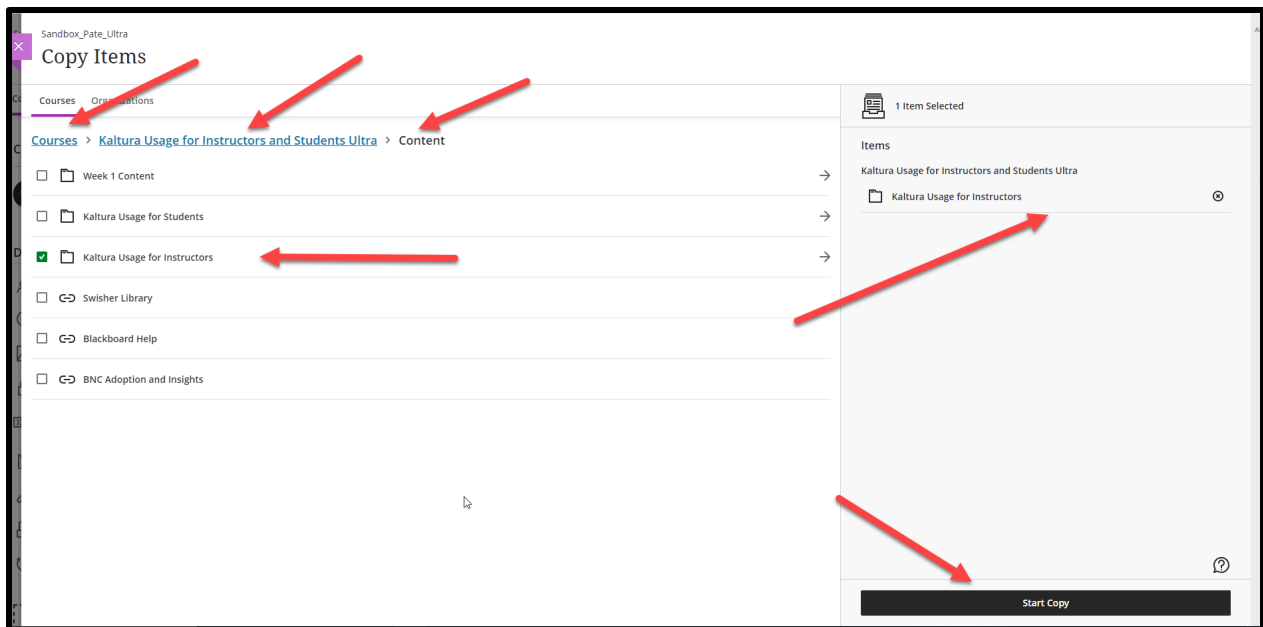
Here you will see your previous courses populate on the left.



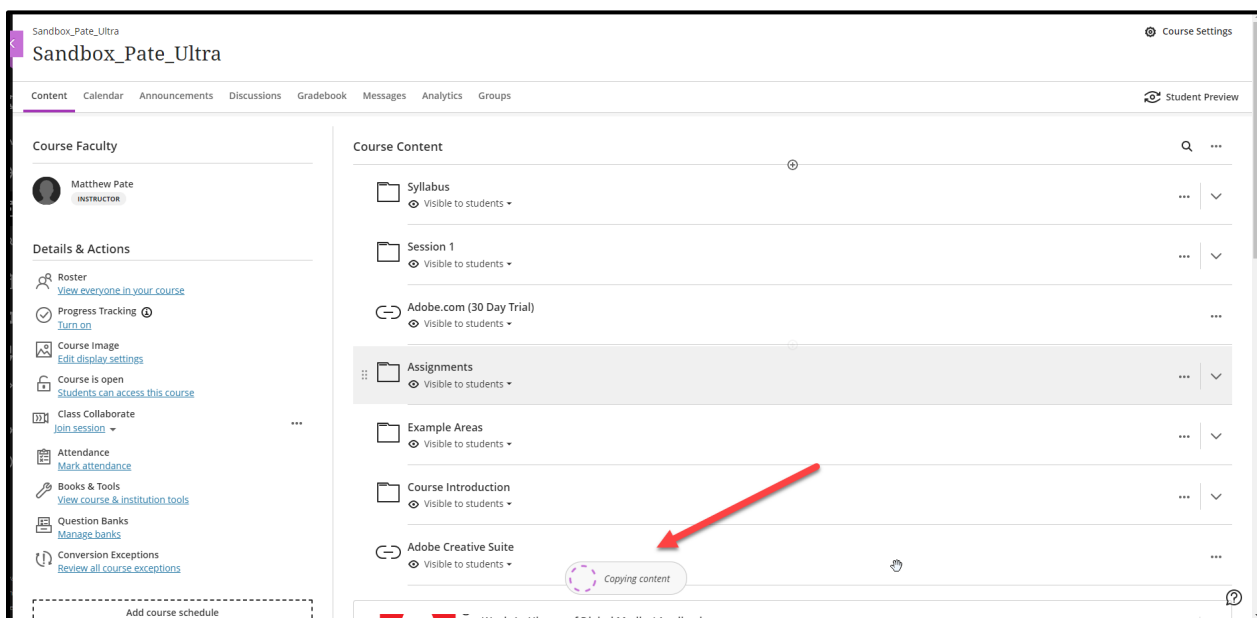
Choose the course you would like to access to copy content.



Once you have entered the course, you will see all the content components available to copy. The window is divided into the title and breadcrumbs showing the course path, content available in the chosen course, selection window, and **Start Copy** button.



Next, you will dig down deeper into the course and select the component needed. You can select the entire content folder or subset of a particular week from created content. Once you have selected the material needed, you will see the selection within the right pane. Click **Start Copy** to begin the transfer.



Once the copy is initiated, you will see the **Copying Content** animation at the bottom of the screen. All copied content will be placed at the bottom with the visibility hidden from students.



The copied content can now be dragged to the proper location within the course.