Copy Course

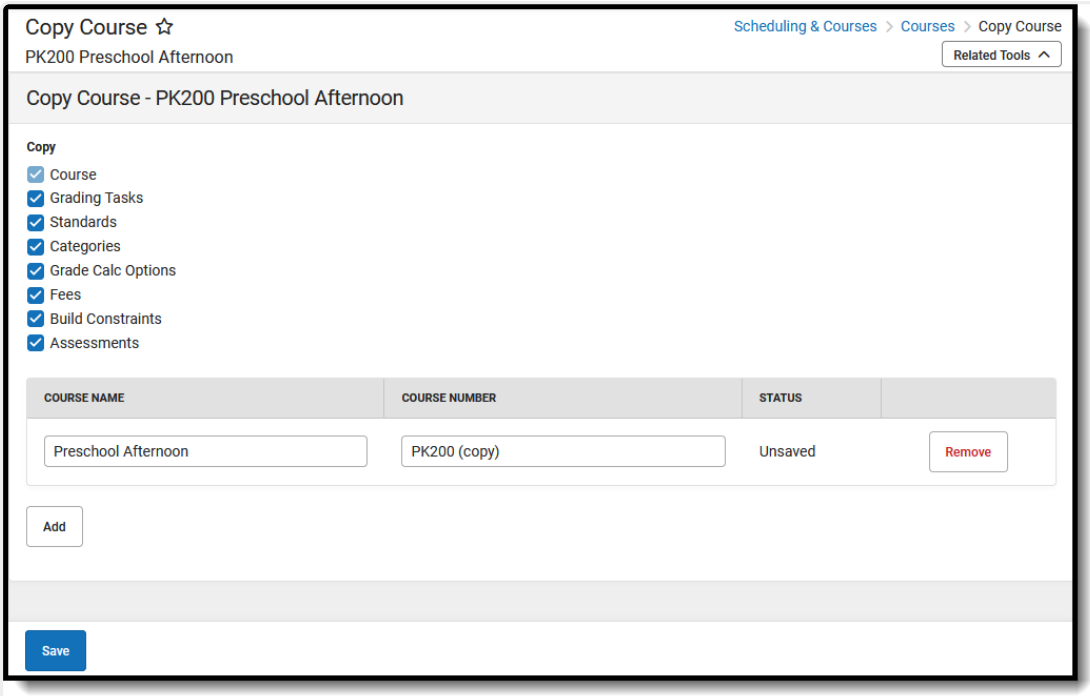
Last Modified on 08/03/2026 2:00 pm CDT

Tool Search: Copy Course

Copy Course allows users to copy a course and that course's Grading Tasks, Standards, Categories, Grade Calc Options, Fees, Build Constraints and Assessments to other courses in the same school calendar. This option copies everything associated with the selected Course - all of the populated fields, all of the associated Grading Tasks, Standards, etc.

This can only be done at the Course level if the school is not using Course Masters.

To copy just the information related to the course setup and NOT the course information (just Grading Tasks, just Standards, etc.), use the Copy feature on those individual tools.



Copy Course

See the Copy Course Tool Rights article for information about rights needed to use this tool.

Copy a Course Record

1. Search for a course to copy in the **Select a Course** panel to the right.

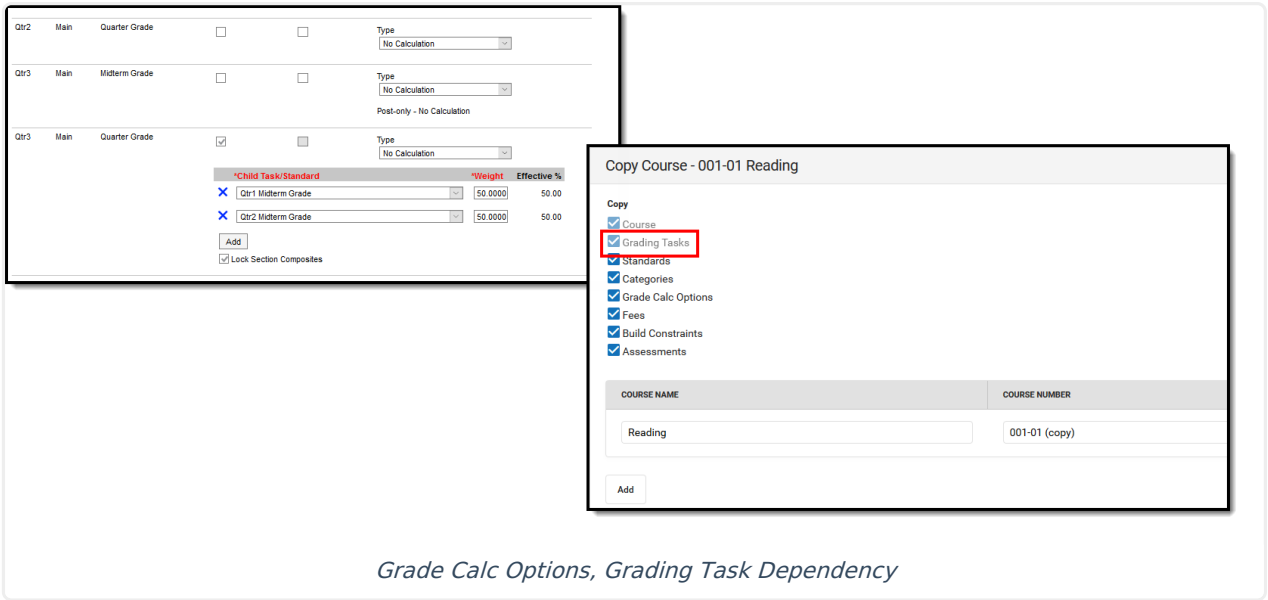
2. Select the Course options to copy - Grading Tasks, Standards, etc. When there is a checkbox next to the name, that information copies. The Course selection cannot be modified (this is the name of the Course, Number and Catalog), but the other selections can be unselected if desired.
3. Remove the checkbox next to the item to indicate that option should not be copied.
4. If desired, change the **Course Name** and **Course Number**. The name of the Course cannot be longer than 30 characters; the number of the Course cannot be more than 13 characters.
5. To copy this Course multiple times, click the **Add** button to add another row, and repeat steps 2, 3 and 4.
6. Click the **Save** icon when finished. A status message displays indicating the Course was copied, and the Status column changes from Unsaved to a green checkbox.
7. Click the **Close** button to return to the main Course tab. The newly copied Course can be found when searching for Courses.

The **Course Name** and **Course Number** are required entries for the Copy process; the Course Number must be a unique value within the selected calendar (meaning a course must not share the same number as an existing course).

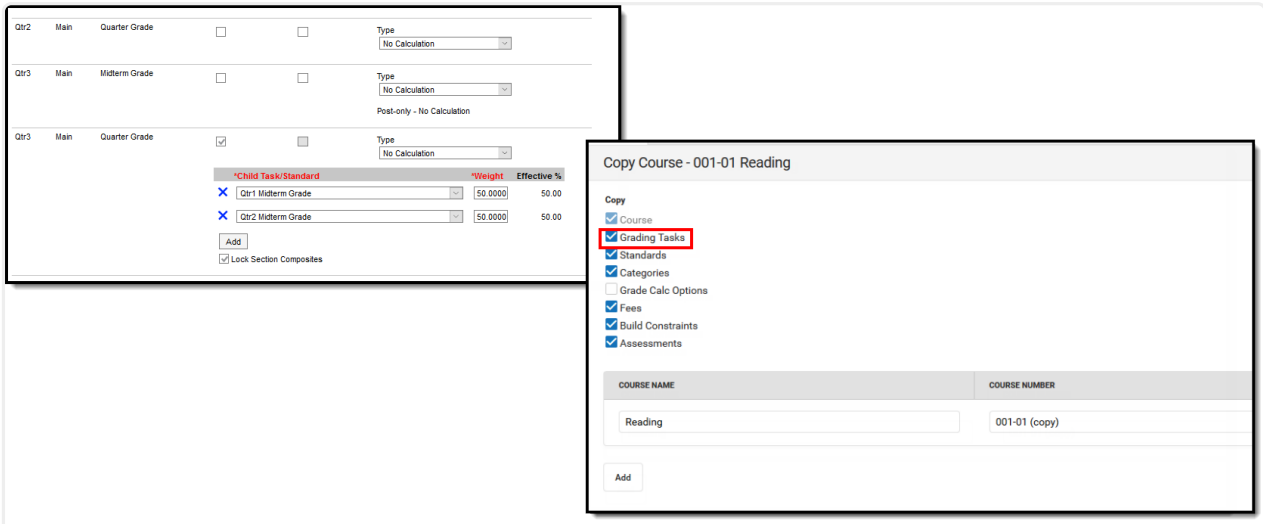
Copy Dependencies

If there is a dependency between the tabs, that tab MUST be selected to copy when the other tab is selected. For example, if Grade Calc Options have been established for a Semester Grading task, and the Grade Calc Options tab is chosen to copy, the Grading Task tab must also be selected to copy (the checkbox next to Grading Tasks cannot be unmarked).

In the image first image below, Grade Calc Options are set for the Semester grading task. When copying the course, the Grading Task checkbox cannot be modified.In the second image, Grade Calc Options are not selected to copy, so even though there is a composite grading calculation established, since it isn't being copied with the Course, including the Grading task now becomes a choice.



Grade Calc Options, Grading Task Dependency



No Grade Calc Options, Grading Task Dependency

Dependencies can occur between Grade Calc Options and Grading Tasks, between Grade Calc Options and Standards, between Grade Calc Options and Grading Tasks and Standards.

Troubleshooting the Copy Course Process

Error messages display in the Status column in red text.

Error Message	Reason	Correction
Course Number already exists	The entered Course Number already exists in the selected catalog.	Change the entered Course Number and try again.
Name of tab (Grading Tasks, Standards, Categories, Grade Calc Options, Assessments) failed	The information from the stated tab did not copy.	Review the entered information for these tabs and verify it is correct.
Operation failed. Updates were not saved.	These are errors that are returned from the server indicating that something went wrong inserting the record into the database.	Try the copy again. If the operation fails again, please contact Campus Support.
At least one Course is required for copy.	The Copy Course row was removed. In order for the copy to occur, at least one row must be listed and populated.	Click the Add button to add a row and populate as