

Copy Course Tool Rights

Last Modified on 12/14/2025 8:45 pm CST

Copy Course allows users to copy a course and that course's Grading Tasks, Standards, Categories, [Grade Calc Options](#), Courses Rules, Fees, Build Constraints, and Assessments to other courses in the same school calendar. This option copies everything associated with the selected Course - all populated fields, associated Grading Tasks, Standards, and so on.

When Courses are linked to Course Masters are used for the selected calendar, use the [Copy Course Masters](#) tool instead.

See the [Copy Course](#) article for details on adding courses.

Copy Course ☆

Scheduling & Courses > Courses > Copy Course

PK200 Preschool Afternoon

Related Tools ^

Copy Course - PK200 Preschool Afternoon

Copy

☒ Course
 ☒ Grading Tasks
 ☒ Standards
 ☒ Categories
 ☒ Grade Calc Options
 ☒ Fees
 ☒ Build Constraints
 ☒ Assessments

COURSE NAME	COURSE NUMBER	STATUS	
Preschool Afternoon	PK200 (copy)	Unsaved	Remove

Add

Save

Copy Course

At least **Read** rights to [Course Information](#) and [Section Information](#) are needed in order to copy a course.

Available Tool Rights

R	W	A	D
N/A	N/A	<ul style="list-style-type: none"> • Select the Copy Course tool from the Category. • Search for a course. • Modify Course Name and Course Number • Save the modified course information. 	N/A

Suggested User Groups

- [Counselors](#)
- [Schedulers](#)

See [User Groups and Suggested Roles](#) for more information.
