

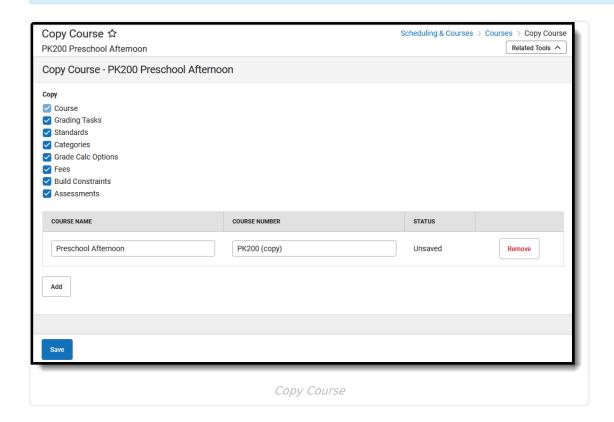
Copy Course Tool Rights

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, <u>Grade Calc Options</u>, 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 <u>Copy</u> <u>Course Masters</u> tool instead.

See the Copy Course article for details on adding courses.



At least **Read** rights to <u>Course Information</u> and <u>Section Information</u> are needed in order to copy a course.

Available Tool Rights



R	w	A	D
N/A	N/A	 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

- <u>Counselors</u>
- <u>Schedulers</u>

See <u>User Groups and Suggested Roles</u> for more information.