1) From within the course you wish to copy, on the Control Panel, click on Packages and Utilities, then Course Copy.

2) On the resulting page, click Browse to select your Destination Course.

3) Locate and select the Destination Course. Then click Submit.

4) Click the Select All button to copy all content and settings to the Destination Course. Alternatively, you can select specific content areas and settings as needed.

Finally, click Submit at the bottom of the page.

Please note that content areas and settings can be modified in the Destination Course.