How do I copy a Course?

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How to Copy an Existing Course in Passport

As a Passport administrator, copying an existing course can save you time when creating multiple courses with similar details. Follow these steps to copy a course:

Step-by-Step Guide

1. **Navigate to Courses**

   - In the left-hand menu, select **COURSES**.

2. **View an Existing Course**

   - Click the magnifying glass icon to **VIEW** the course you want to copy.

3. **Copy the Course**

   - Click **COPY COURSE**.

4. **Confirm the Copy**

   - A dialogue box will appear. Click **OK** to confirm.

5. **Return to Course List**

   - Click the **CLICK HERE** hyperlink to return to your course list.

6. **Locate the Copied Course**

   - The copied course will appear in the list with **(COPY)** at the end of the title. Click the magnifying glass icon to **EDIT** the course.

7. **Update the New Course**

   - Update any relevant information to reflect the new course as necessary, then click **UPDATE COURSE**.

By following these steps, you can efficiently create multiple courses with similar details, saving you valuable time.

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