The purpose of this ‘How To’ is to show how to quickly add scheduled offerings to an Item. Many popular courses have numerous scheduled offerings and this method makes quick work of creating new ones from an existing one.

PENN EXAMPLE: You need to create numerous scheduled offerings for the shark hands on training course. You already have several but need to schedule more between January 2013 to June 2013.

1. Enter most suitable search criteria for your purposes, here we used the word “shark” contained in the Item Title.
2. Click Search button.
3. Click on the results title of the item you need to add additional scheduled offerings to.
1. Click on **Scheduled Offerings**
2. Click on the **Date** of the Offering that you want to copy.

Click on **Copy** in the **Action** section.
Fill in your information on the Copy screen.

1. Check Copy New Scheduled Offerings to the catalog and Use item default segment day numbers. This will give you the same set up for multiple session/day offerings quickly and easily.

2. For our example, we would like scheduled offerings set up from January to June 2013 on a biweekly basis so click the radio button Copy Multiple-Weekly Based.

3. Set up the New Start Date, schedule the offerings every 2 weeks, End after June, and Include Registration Cut-off Date.

4. Click Next.
Confirm the information and all of the New Start Dates and then click Copy.
This is the confirmation screen to show that the Scheduled Offering was copied successfully (many times!). New Offering IDs and Start Dates are links so that you can go directly to an offering and make any adjustments needed. Click OK and you're done!