1. Navigate to Learning Admin in the Learning menu
2. Search for your new item:

1. Click Learning
2. Search for your item with a keyword or exact title or ID (remember to change the drop-down menu to Contains to find by keyword or part of an ID).
3. Select your item
3. Click on Classes and the Date that you want to copy
4. Click Copy under Actions
5. Check Copy New Class to the library and select how you want to copy (single, multiple)

Use the New Start Date to schedule. If you want to create a recurrence, use Copy Multiple options (Daily, Weekly, or Monthly) instead of the Copy Single default.
6. Click Copy and Okay.

Copy the Class

Class ID: 2785966
Title: Lunchtime Learning Keeping Up With The Cloud

Copy Class Group: No
Copy New Class to the library: Yes
Copy Related Document Links: No
Use item default time slot day numbers: No
Copy to consecutive Days: No

New Start Dates: 5/29/2020 12:00 PM Eastern Time

Include Registration Close Date: Yes
Include Withdraw End Date: Yes

Send Enrollment Email Notification to Instructor: [ ] Copy