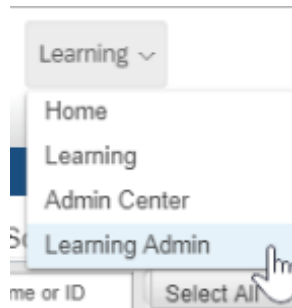


1. Navigate to Learning Admin in the Learning menu



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

The screenshot shows the Learning Admin search interface. The 'Learning' menu item is circled with a '1'. The search criteria are as follows:

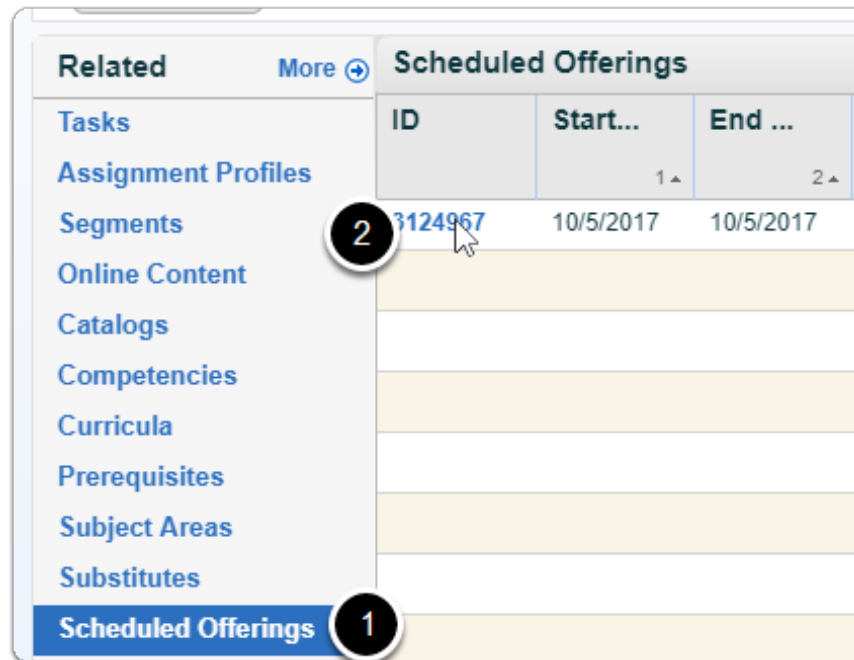
- Case sensitive search: Yes No
- Search All Locales: Yes No
- Item Types: Starts With
- Item ID: Contains
- Revision Date: (MM/DD/YYYY)
- Revision Number: Starts With
- Item Title: Contains **kl training**
- Item Status: Active Not Active Both
- Item Classification: Starts With
- Online Settings: Has online content
- Orders Enabled: Yes No Both

The 'Search' button is circled with a '2'. The search results table is shown below:

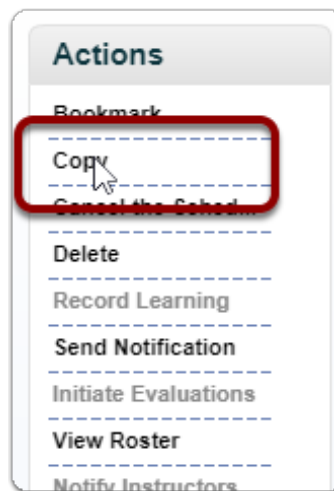
Item	Title
COURSE HS_10001.ITEM.CNSNSGEDO (Rev 1 - 8/21/2015 08:39 AM Eastern Time)	CNS Resources for Dept of Nsg Education - KL Training, PSNA, Competency
COURSE UP_0000.ITEM.KL.Training (Rev 1 - 2/26/2008 08:27 AM Eastern Time)	Item for KL Training001

The second result is circled with a '3'.

3. Click on Scheduled Offerings and the Date that you want to copy



4. Click Copy under Actions



5. Check Copy New Scheduled Offering to the catalog and Use item default segment day numbers

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

Copy

Copy the Scheduled Offering

* = Required Fields

Scheduled Offering ID: 3124967

Title: Test Item for KL Training001

Start Date/Time: 10/5/2017 12:00 PM Eastern Time

Options:

- Copy Group Instance
- Copy New Scheduled Offering to the catalog
- Copy Related Documents
- Use item default segment day numbers
- Copy to consecutive Days

Copy Single Copy Multiple-Daily Based Copy Multiple-Weekly Based Copy Multiple-Monthly Based

* New Start Date: 12:00 PM Eastern Time
(MM/DD/YYYY)

* Schedule On: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Override adjusted registration cut-off date

Cutoff Date: Time: Time Zone: Eastern Standard Time (Eastern Time)
(MM/DD/YYYY) (hh:mm AM/PM)

Include Withdraw Cut-off Date

Next

6. Click Copy and Okay.

Copy the Scheduled Offering

Scheduled Offering ID: 3124967

Title: Test Item for KL Training001

Copy Group Instance: No

Copy New Scheduled Offering to the catalog: No

Copy Related Documents: No

Use item default segment day numbers: No

Copy to consecutive Days: No

New Start Dates: 10/11/2017 12:00 PM Eastern Time

Include Registration Cut-off Date: Yes

Include Withdraw Cut-off Date: Yes

Send Enrollment Notification to Instructor: