1. Search for your new item:

1. Select the Admin tab
2. Click Learning
3. 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).
4. Select your item
How to Copy and Modify Scheduled Offerings

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

3. Click Copy under Actions

4. 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 recurrance, use Copy Multiple options (Daily, Weekly, or Monthly) instead of the Copy Single default
## Copy

### Copy the Scheduled Offering

* = Required Fields

**Scheduled Offering ID:** 3124957

- **Title:** Test item for KL Training001
- **Start Date/Time:** 10/6/2017 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:** 10/11/17 12:00 PM Eastern Time

- **Schedule On:**
  - Monday
  - Tuesday
  - Wednesday
  - Thursday
  - Friday
  - Saturday
  - Sunday

- Override adjusted registration cut-off date

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

- Include Withdraw Cut-off Date
5. Click Copy and Okay.