Job Aid: Copy an Item

Purpose

The purpose of the Copy an Item job aid is to guide you through the step-by-step process of copying an item.

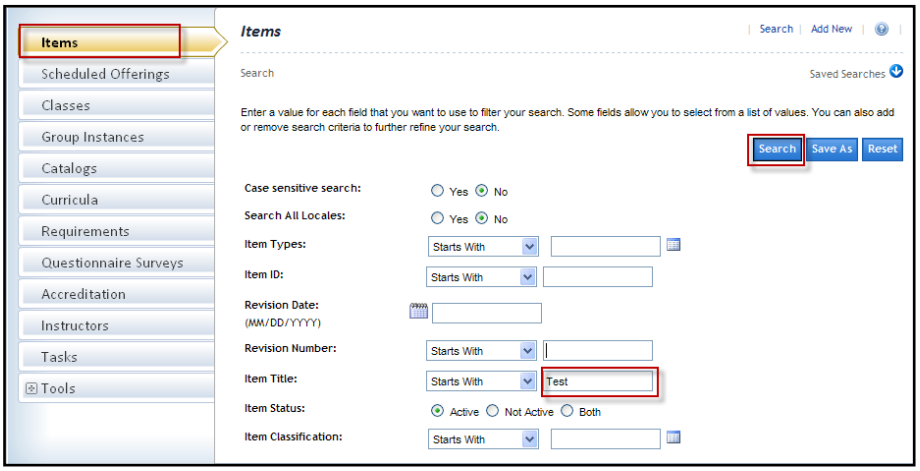
In this Job Aid, you will learn how to:

- Copy an Item

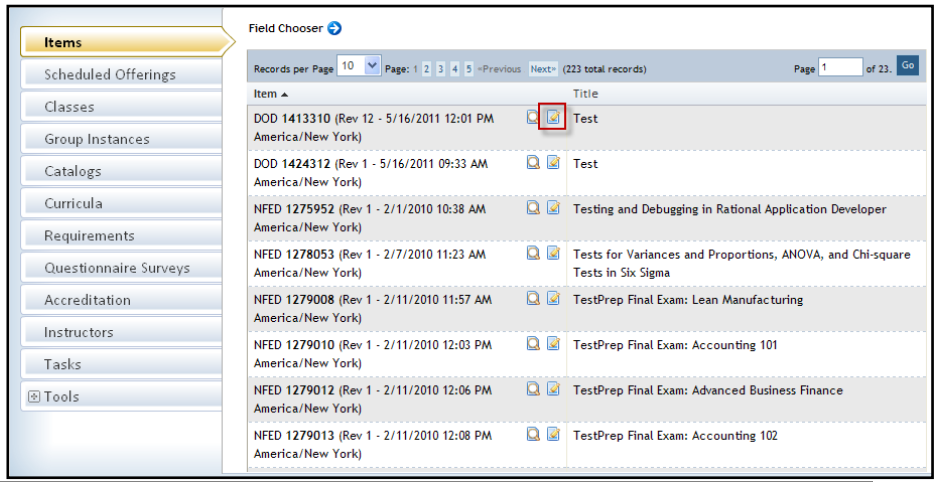
Task A. Copy an Item

Note: Verify that the **Admin** tab is selected.

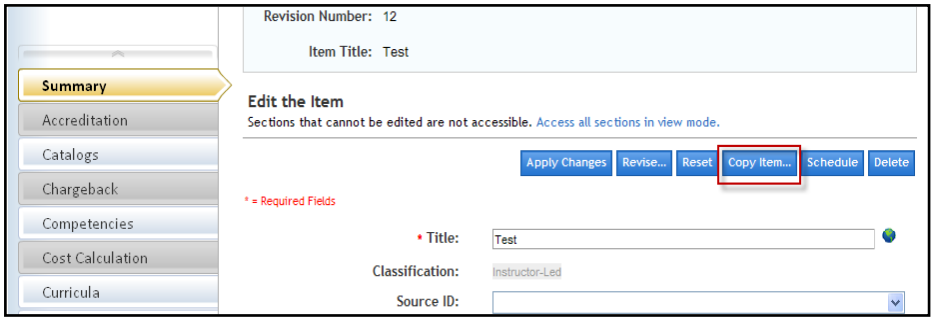
1. Navigate to **Learning > Items**.
2. Enter criteria on the **Items** search page for the item you wish to copy.
3. Click **Search**.



4. Access the item you wish to copy by clicking the **Edit** icon.

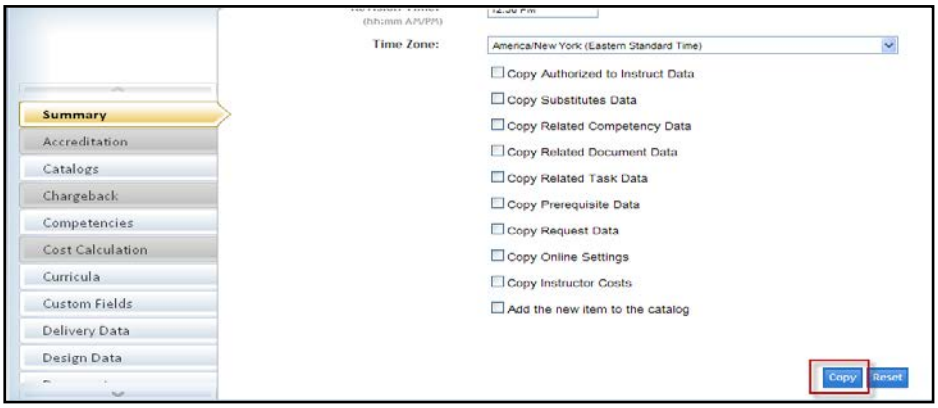
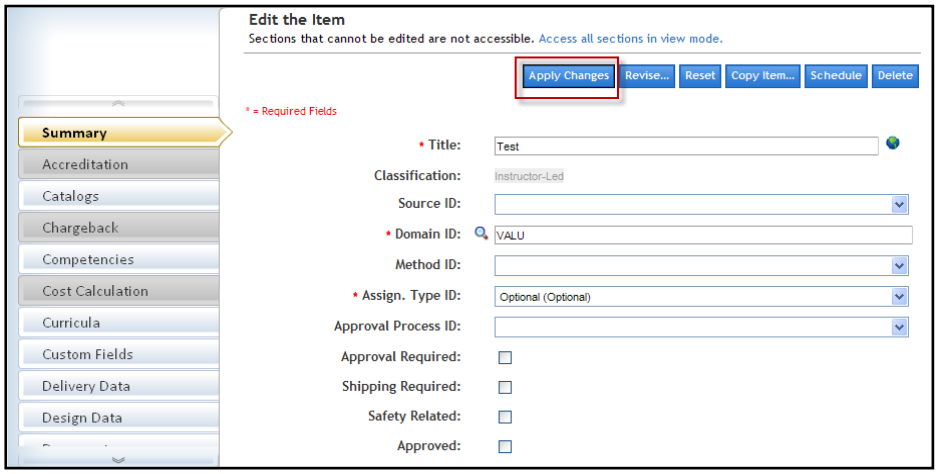


5. Click **Copy Item…** on the Summary tab page.



6. Select a new **Item Type ID**.
7. Enter a new **Item ID**.

   A new revision timestamp defaults to today's date and time.
8. Choose the kind of data that you want to move from the original item to the new item by clicking the appropriate checkboxes.
9. Click **Copy** located at the bottom of the page. The new item is created.



10. Enter the new item **Title**.
11. Modify other item data, as necessary (Source ID, Method ID, Assign. Type ID, etc.).
12. Click **Apply Changes**.