Opportunity Creator QuickStart Guide
Duplicate a Course Opportunity

This guide explains how to:

A. Select the target and source Opportunities
B. Review and edit the duplicated data

NOTES
- The Duplicate function allows you to copy some information from an existing Course Opportunity into a new, pre-SAIL course.
- Pre-SAIL courses are located in My Opportunities, under the Needs Your Attention heading.
- The Duplicate function can only be performed by the designated instructor, as assigned in Banner.
- The Duplicate function for Course Opportunities can only be used to copy data between sections of the same course.
- The Duplicate function does not copy all information. Some information will need to be manually entered into the new Course Opportunity.

A. Select the target and source Opportunities

1. Find the target Course Opportunity (the new, pre-SAIL course).

On the My Opportunities screen, under the Needs Your Attention heading, find the target course (the new, pre-SAIL course to copy details into). Click ^ to expand the Opportunity Group for that course title. Click Take Action.

A menu of options will appear. Click Copy from Prev Opportunity, then select the course that you want to copy from.
B. Review and edit the duplicated data

1. Review the information in the 4 sections of the Opportunity Builder.

2. Add data that was not included in the duplication process.

The duplication process copies only a portion of the data. **Review each of the 4 sections** of the Opportunity Builder, **adding any data that did not get duplicated** from the source.

When you have finished editing, navigate to Section 2 – Logistics, and **click the checkbox next to “Would you like this opportunity to be visible to learners?”**

For more information about the Opportunity Builder, see the guide on how to Create an Opportunity - Course.