# Copy a Course Using “Scheduled Course Copy.”

This widget is designed to copy a course during off-peak hours. The course will be copied within 24 hours. This is a good option to use if you have copied a course using Import/Export/Copy Components and it timed out. When a course times out during a copy process, often content, tests, or files are not completely copied.

To copy a course using “Scheduled Course Copy,”

* First, go to the course you want to copy **“from”** and make sure to note the exact name. This also places it at the top of the search list when you are later trying to locate it.
* Go to the home page of course that you want to copy **“to.”** Locate the “Scheduled Course Copy” widget at the left side of the screen.
* Click the “Please click here to start the process” link. The current course name will display.
* Click on the course name from the list of “Last 25 Courses Accessed” or enter the name of the course and click the Search box.
* Click on the “Click to Confirm” button.
* Wait 24 hours and check to see if the course has been copied.