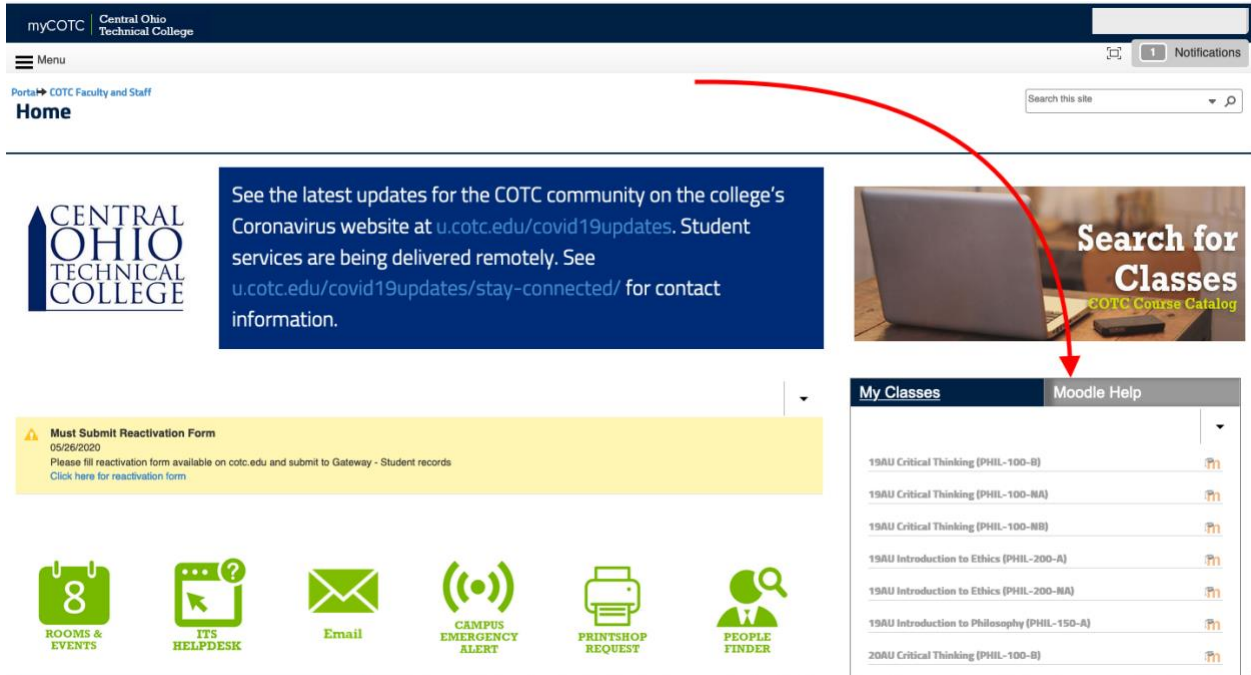
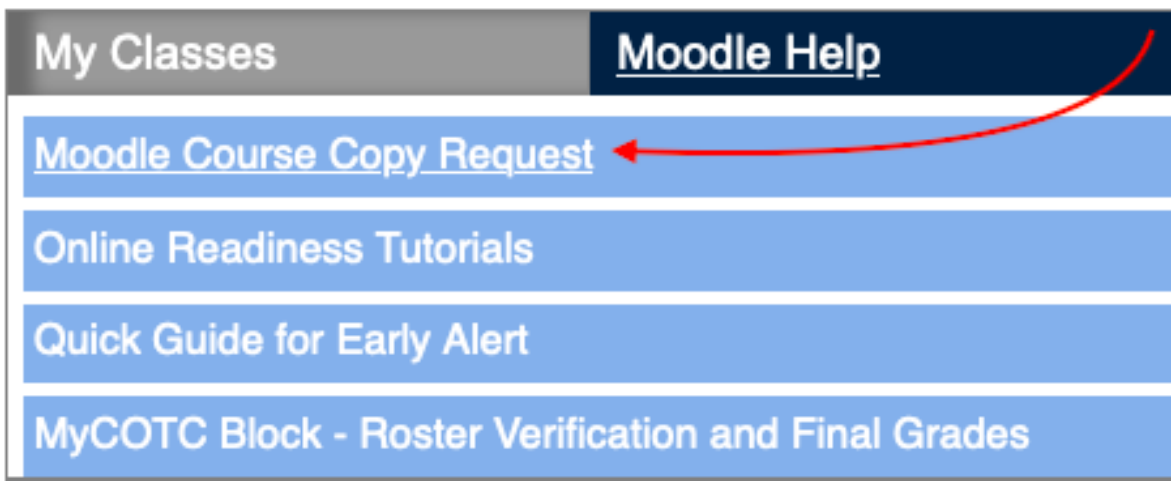


Course Copy Requests

To complete a Course Copy Request, begin by logging in to **myCOTC** and selecting the “**Moodle Help**” link.



Next, select the “Moodle Course Copy Request”



Finally, complete the form.

COTC DIGITAL LEARNING

Course Copy Request Form

****20AU requests will be processed on or after 7/14/2020.****

Please fill out this form to request a course copy within Open LMS. Complete the form below and submit. A request will be created and you will be notified when the Course Copy is completed. The turn-around time for course copies is 5 Business days.

Contact Information

Your Name:

COTC Email Address:

Request Type

Online Face to Face / Hybrid Merge Sections ONLY

Copy From...

CHOOSE REQUEST TYPE OF ONLINE, FACE TO FACE OR MERGE SECTIONS.

Copy Into...

DESTINATION COURSE