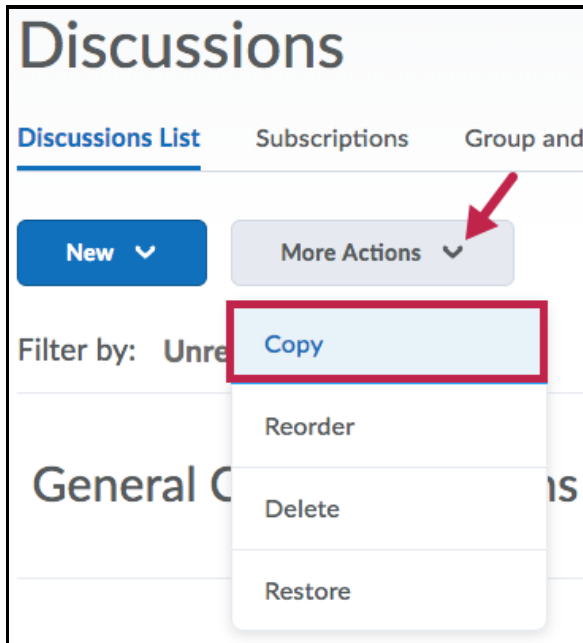


Copy a Discussion Forum, Topic, Thread, or Post

Last Modified on 01/13/2021 9:02 am CST

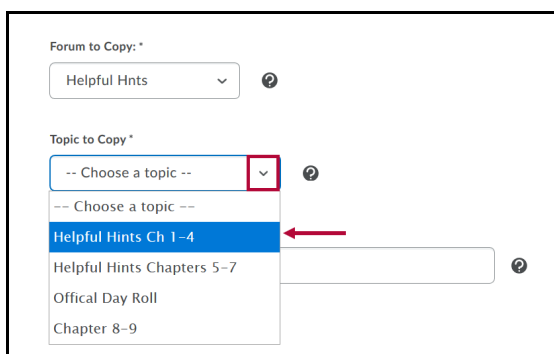
1. Click **Collaboration** on the navbar and choose **Discussions**.
2. Click on the **More Actions** button and choose **Copy**.



3. Choose whether you want to copy a forum or topic. In the following example we will copy a Topic.



4. Choose the forum and topic that you want to copy.



5. Enter a new title for the topic and select the forum where the copied topic will reside. You may also include pinned posts in the copied topic.

New Topic Title *

Copy of Helpful Hints Ch 1-4

Copy Destination *

<input type="checkbox"/>	Forum Title
<input type="checkbox"/>	Helpful Hints
<input type="checkbox"/>	HELP!!
<input type="checkbox"/>	Discussion 1

Copy Options:

Copy pinned threads

6. Click **COPY** once you have made your selections to complete the process.

Copy Options:

Copy pinned threads

Copy Cancel