# Copy a Single Class

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1. Ensure that you are viewing the *Class* that you want to copy.

2. Click the **Copy Class** Button.

3. In the *Copy Class* pop-up box, enter the **New Class Name**.

4. Choose **Yes**  or **No** in the *Copy Enrollment?* field. Choosing *Yes* will copy all existing enrolled students into the duplicated class. Future Drops are NOT copied forward.

5. If *Copy Enrollment = Yes*, choose an **Enrollment Type**, if applicable. *The Enrollment Type defaults to Enrolled with the Enroll Date automatically set to the current date.*

6. Choose **Yes** or **No** in the *Copy Skills?* field. Choosing *Yes* will copy all existing skills into the duplicated class.

7. **Save.**

8. The duplicate class displays. Make changes as applicable to the duplicate.

9. **Save Changes.**