# How to copy CITL template (Moodle)

1. Please follow the Moodle Requesting a Course Site documentation: <http://go.citl.illinois.edu/MoodleRequest> , once you reach the step “Choose Source” please follow our documentation below.
2. When you get to the step called “Choose Source” select “Load material from prior course”.

1. On “Choose Preload Source” select “I want to load material from a previous Learn@illinois course site.”.

1. Scroll to the bottom of the page and select the check box next to “Show courses from another instructor”.
2. Enter in the NetID “mkk” and click on “Kage, Mitch” and then click the “Search” button.

1. Hold the “ctrl” button and click “f” (or command + f for Mac users) to bring up the search feature in your browser. Enter “CITL Moodle Template – Master” and click enter. This will highlight the CITL template course that you will copy.
2. Click the radio button to the left of “CITL Moodle Template – Master”.
3. Scroll to the bottom of the page and click the green button “Save and continue”.

If you should have any questions or problems please contact ATLAS-tlt@illinois.edu