This is a guide how to copy and open (enable) a course in Angel

First you have step-by-step instructions and then a pictorial guide:

1- Please insure you are in the destination course (the course you are copying to)
2- Click on the Manage tab
3- Click on Import Console
4- Click on Copy Course
5- Click on the arrow (drop-down) menu and choose the course you are copying from
6- Click on that course
7- Make sure you have a check (√) next to
   a. Backup course before import
   b. Replace all existing content (√)
8- Click copy
9-You will receive a message your course is in the process of being copied

Step 1:

Make sure you are in the course you want to copy to Destination course

Step 2:

click on Manage tab
Step 3

Click on Import Console

Step 4

Click on Copy Course

Step 5
Step 6

Step 7

use the arrow to access the dropdown menu to access the course you want to copy from

click on the course you want to copy from
Step 8

To open a course (at the beginning of a semester)
Click on the Manage tab

Under Course settings click on General Course Settings
Ensure that the Course Begins date and Course Ends date match the semester you are in—always close the course few days before grades are due.

Change Member Access to All Members when a class is not open—it shows -- Course Editor—meaning only you can see it.