# Copy Wizard: Copy Content

1. To use the Copy Wizard, you must be in the View Week’s Plans layout. To get there, click on the calendar icon in the lesson planner content area and select View Week’s Plans.

2. Click on the Copy Wizard button to begin copying plans.

3. Select Copy content in my planner and click the Next button to proceed.

4. Select either copy a day or copy a week. Click the Next button.
5. Select the day (or week, depending on your choice on the previous screen) to be copied. Click the Next button.

6. Select the day (or week) where you want the lesson plans copied to in your planner. Click the Next button.

7. Confirm your selected dates and click the Finish button. If you have special entries in your schedule (lunch, tutorials, etc.) you can check the box to include those in the copy or not.

   *If the dates that you selected are incorrect, you can use the Cancel button to stop the Copy Wizard.*