

# OSS Quick Guide: Duplicate Content

In this guide, you will learn how to duplicate your contents.

The image shows a sequence of five steps for duplicating content:

1. In the 'Publish' sidebar, click the **Duplicate** button.
2. In the 'Duplicate' dialog box, click the **Duplicate** button.
3. In the sidebar, click **Posts**.
4. In the 'All Posts' sub-menu, click **All Posts**.
5. In the post's action menu, click **Duplicate**.

## Steps / Action Descriptions

1. Select the **PUBLISH** post you want to duplicate
2. Click the **DUPLICATE** button and the post will be duplicated onto another class site while preserving the original formatting and content.
3. Another way to duplicate is by going to the **DASHBOARD** and then go to **POSTS**.
4. Select **ALL POSTS**.
5. Click **DUPLICATE**

### BEST PRACTICE:

To leave the post in draft mode until you have made the necessary changes for the new class and then publish it as your students get notified when you publish a post.