How to copy a unit outline for a new study period

Instead of re-creating a new unit outline each study period, you can choose to copy an existing one from the previous study period to edit on.

1. Login to Unit Outline Builder in www.uob.curtin.edu.au using your Curtin credentials.
2. On the left menu, click Copy Unit Outlines to start the copying process.
3. Type in the unit code and click on Search. Select the unit you are copying FROM and click on Select Unit.
4. You will then be prompted to select the availability (usually the most recent availability implies the most updated version) of the outline to copy from.
5. Then click on the Select Outlines button.
6. Upon selecting the outline to copy from, this outline will be reflected on the right hand screen. Click the **Proceed** button if it is correct.

7. The next screen will ask you to select the unit outlines(s) you are copying TO (You can select more than one unit outlines). Type the unit code and click **Search**

8. Select the unit you would like to copy to and click **Select Unit**

9. Select the availabilities you would like to copy to and click **Select Outlines**

10. Click the **Proceed** button to continue to the confirmation screen stating which unit outline to copy from and which to copy to. Click the **Confirm** button if everything looks correct.

11. Do NOT navigate away until you receive a notification message that indicates copying is completed.