Duplicate a Record

Log in to UGA Elements at https://elements.uga.edu/

To save time entering like items, you can make a copy of an existing record. This feature is **ONLY** available in items in the *Professional Activities* section and the *Instruction* section.

From the *Homepage*, Click in the section that contains the records you wish to duplicate.
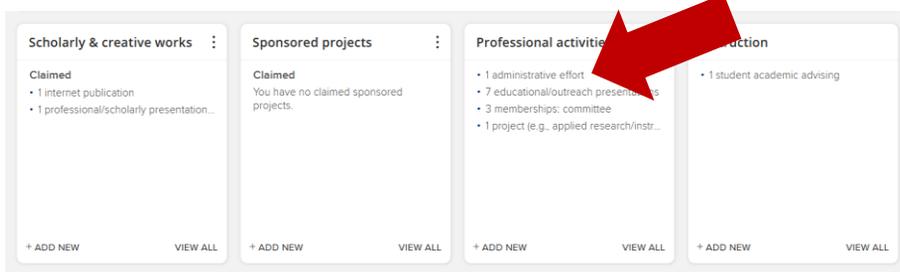
You will see the option by clicking the three dots in the right corner of a record. Click **Create Copy**.
Once the copy is made, you will need to add/change at least one part of the new record, before it will allow you to save.