# Quick Checklist for Downloading a Course from the Commons

## [View the full video](https://gtcc.instructuremedia.com/embed/660754cb-054b-4175-ac87-1e8ac4510ce4)

* Be sure you’re copying into a blank course
* Use the “Course” filter
* Search by relevant tags (Ex. Course prefix and number, online, hybrid, 2022, mini, etc.)
* Click the Import/Download button to copy content into blank course
* Use the Checklist for Starting with Shared Master Course to make sure edits are done