



COURSE COPYING TO AN EXISTING COURSE

STEP 1

Reminder:

FYI before you begin:

When you copy content into an existing course, this process will ADD, not replace content in the destination course, so some cleanup may be required after the copy completes in order to get rid of duplicated or unwanted Course Menu items.

If you have learning modules or tests and question pools in your source course, it may be best to use the **export/import method**. Otherwise, follow the instructions below for **Copying Your Course**.

STEP 2

Directions:

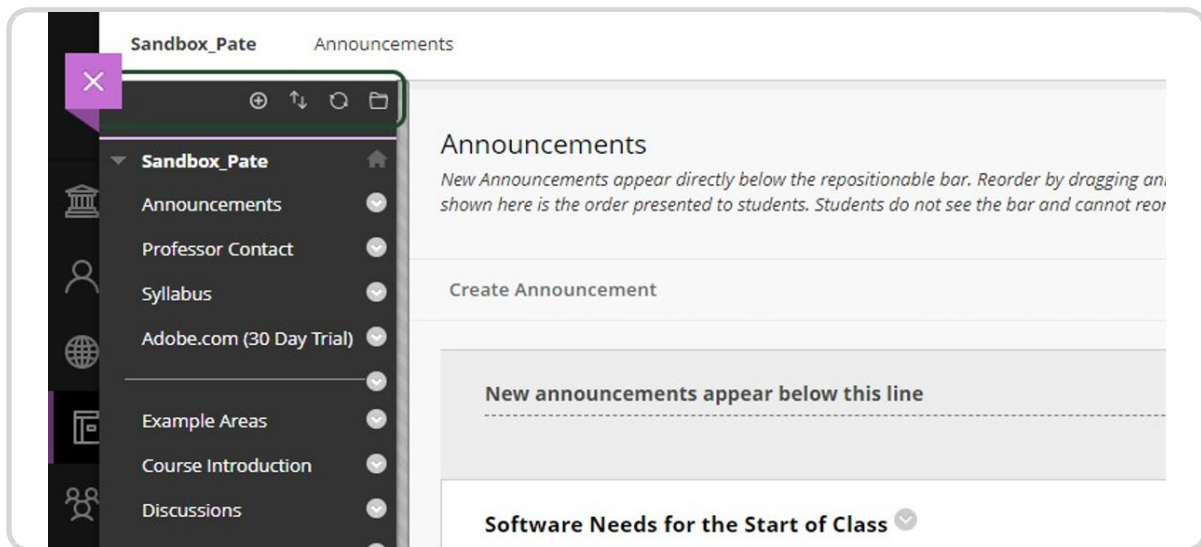
1. Enter the original or “source” course.
2. Under Control Panel, use the pulldown next to “Packages and Utilities” to choose CourseCopy.
3. On the next screen, select “Copy Course Materials into an Existing Course.” (Instructors do not have system permissions to create new courses.)
 - 4a. To select the “destination” course, click the “Browse” button. It will list all courses in which you are the instructor.
 - 4b. From the list, choose any elements that you want to copy into the destination course.
 - 4c. If you are copying assignments or tests, be sure to also check “Grade Center Columns and Settings..” **Otherwise, assignments and tests will not copy over.**
 - 4d. Note that if you copy Settings, and the source course is Available, the new course will be set to Available. If you choose Settings and you want the new course to remain unavailable, be sure to switch it back off after the copy is complete.
5. Be sure “Copy links and copies of Content” is selected. This step is vital in order to have a true working copy and less likely to have broken links.
6. Do not include enrollments.
7. **Submit**



The visual steps are found below.

STEP 3

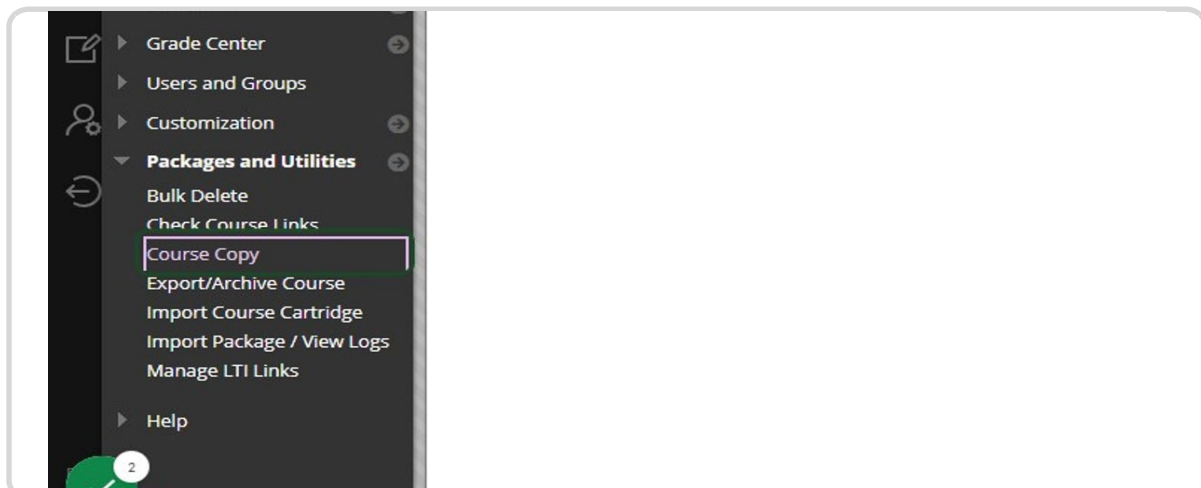
Enter Your Source Course



STEP 4

Click on Course Copy

Under Control Panel, use the pulldown next to “Packages and Utilities” to choose Course Copy

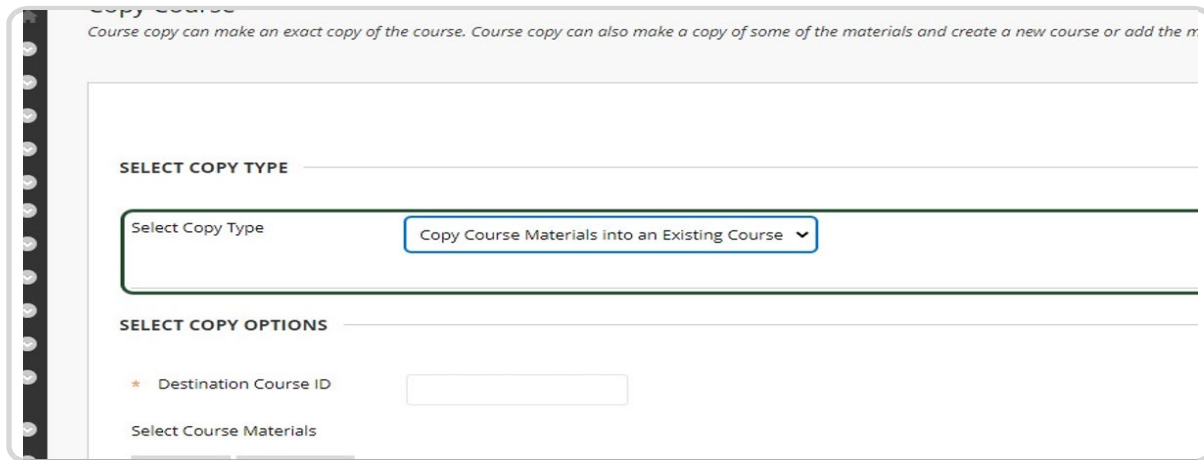


STEP 5



Copy Course Materials into an Existing Course

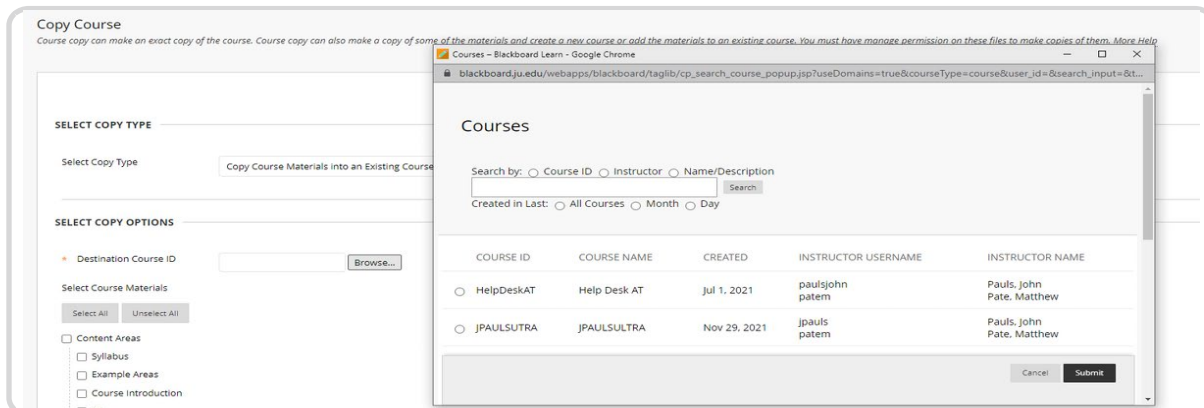
The copy course materials for an existing course type allow you to select what aspects of the course get copied.



STEP 6

Choosing a Course to Receive the Copied Content

Make sure that you click the Destination Course ID, Browse, and choose the appropriate course to add the content within by checking the course and clicking **Submit**.





STEP 7

Make the Appropriate Selection Copy Options

From the list, choose any elements that you want to copy into the destination course.

Announcements are not commonly copied along with **Discussion Boards** unless they have no starter posts. This is fully at the discretion of the instructor.

Utilities Course Copy Copy Course

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have manage permission on these files to make copies of them. [More Help](#)

SELECT COPY TYPE

Select Copy Type Copy Course Materials into an Existing Course

SELECT COPY OPTIONS

Destination Course ID Browse...

Select Course Materials

Select All Unselect All

- Content Areas
 - Syllabus
 - Example Areas
 - Course Introduction
 - TI
 - Week 1 - History of Digital Media / Applications
 - Hypothesis
 - Week 2 - File Types / Learning the Basics

STEP 8

Once you have selected the components needed in the new course, you are ready to complete the copy.

Click Submit to Start the Copying Process

SELECT COPY TYPE

Select Copy Type Copy Course Materials into a New Course

SELECT COPY OPTIONS

Destination Course ID

Select Course Materials

Select All Unselect All

- Content Areas
 - Syllabus
 - Example Areas
 - Course Introduction
 - TI
 - Week 1 - History of Digital Media / Applications
 - Hypothesis
 - Week 2 - File Types / Learning the Basics
 - Week 3 - Adobe Photoshop UI and Working with Pixels - P1
 - Week 4 - Adobe Photoshop Exporting and Usage - P2

Click Submit to proceed.

Cancel **Submit**