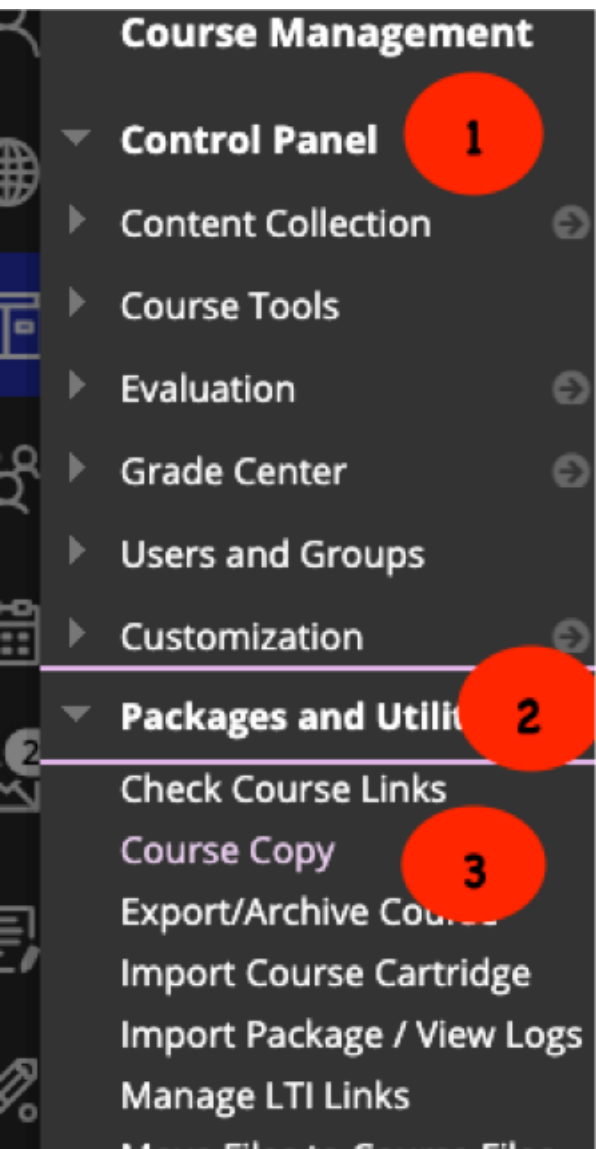


Performing a Course Copy



1. Log in to the course that you want to COPY.
>Go to the Control Panel
 2. Select Packages and Utilities
 3. Select **COURSE COPY**

SELECT COPY TYPE

Select Copy Type

4

Copy Course Materials into an Existing Course ▾

SELECT COPY OPTIONS

* Destination Course ID

12345.202101

Browse...

5

Cancel

Submit

4. From the drop down menu, select “copy course materials into an existing course”.

5. In the destination course ID field, **paste your COURSE ID#** or you can browse to search for your course ID#. Make sure there are no blank spaces in front of your ID#.

Click **SUBMIT**.

Select Course Materials

Select All

Deselect All

6

☒ Content Areas

☒ Syllabus/Course Information

☒ Course Content

☒ Adaptive Release Rules for Content

*User criteria will not be captured if enrollments are not included.
Assignment submissions will not be captured if the Grade Center
columns and settings are not included.*

☒ Announcements

☒ Blogs

☒ Calendar

☒ Contacts

☒ Content Alignments

☒ Discussion Board

7

☐ Include starter posts for each thread in each forum (anonym

☒ Include only the forums, with no starter posts

☒ Glossary

☒ Grade Center Columns and Settings

☒ Group Settings

☒ Journals

☒ Retention Center Rules

☒ Rubrics

6. In Select Course Materials, “**Select all**”. Some items effect others so it is best to select all.

7. Choice:

*“include starter posts for each thread in each forum (anonymous)—this will include your starter post as well as student submissions (anonymously) from last semester. **You will need to delete old submissions.***

OR

“include only the forums, with no starter posts”.

*This will include only your post and NO student submissions. **You will need to re-enter your starter post again in each thread.***

- ☒ Tasks
- ☒ Tests, Surveys, and Pools
- ☒ Wikis

FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

Course Files

8

- ☐ Copy links to Course Files
- ☒ Copy links and copies of the content
- ☐ Copy links and copies of the content (include entire course home folder)

ENROLLMENTS

Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.

Enrollments

9

- ☐ Include Enrollments in the Copy

Click **Submit** to proceed.

10

Cancel

Submit

8. Course Files>select>
“copy links and copies of
the content”.

9. DO NOT include
enrollments in the copy.
These are students from past semester.

10. Click “SUBMIT”

You should see a SUCCESS indicator.

Next, clean up COURSE MENU
and update course dates.

Do Not perform a Course Copy
more than once. This will
create duplicate content.