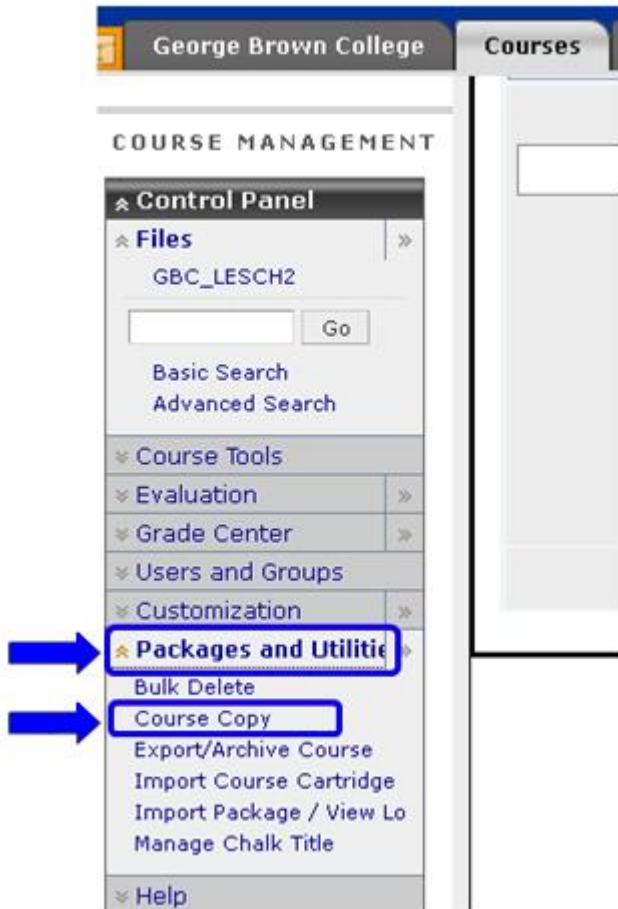


Copy Content from One Course to another

Steps

1. Go to your **Old course** **FIRST**
2. In the **Control Panel**, click on **Packages and Utilities**, then **Course Copy**.



3. In the drop down menu, select **Copy Course Materials into an Existing Course**. Then click **Browse** to find the Destination course.

Select Copy Type
Select Copy Type

Select Copy Options
★ Destination Course ID

4. When your course list appears, **select the radio button** next to the course into which you want to copy content. Click Submit.

Courses

Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="radio"/> GBC_DEV_WOW	New Online Teacher Migrate	Nov 22, 2011	2089	Lesch, Shirley
<input type="radio"/> GBC_LESCH1	Shirley Lesch's Development	Oct 7, 2011	2089	Lesch, Shirley
<input checked="" type="radio"/> GBC_LESCH2	Shirley's Development Course 2	Oct 18, 2011	2089	Lesch, Shirley

5. Check the boxes beside what you need to copy over to the new course. (Do not Select All)

Select Copy Options
★ Destination Course ID

Select Course Materials

Content Areas
 Welcome Start Here
 Assessments
 Assignments
 Extra Stuff
 What's New in BB

6. Under the Discussion Board, select the second option which says:

Discussion Board

Include starter posts for each thread in each forum (anonymized)

Include only the forums, with no starter posts

7. Be sure check box “C

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

Copy links to Course Files

Copy links and copies of the content

Copy links and copies of the content (include entire course home folder)

Package Size

Click **Submit** to proceed. Click **Cancel** to go back.

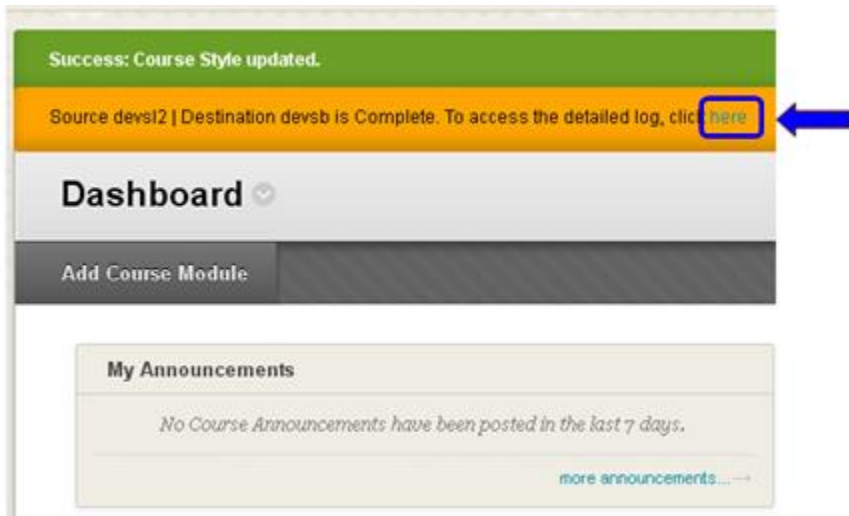
8. After clicking **Submit**, the following message will appear at the top of the screen. The message informs you that you will receive an e-mail when the copying process is complete. This process may take several minutes to an hour.

Packages and Utilities

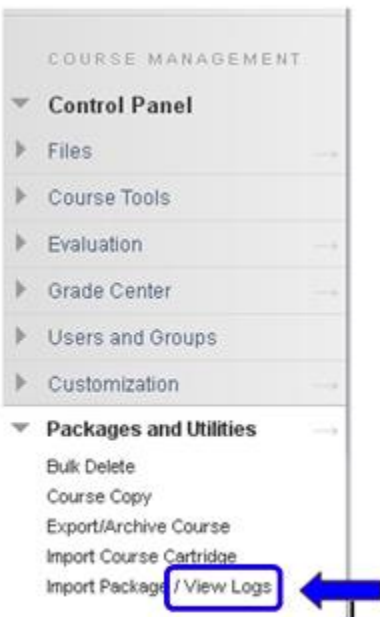
Success: Course copy action queued. An email will be sent when the process is complete.

 **Packages and Utilities**

9. When you receive the course copy completed e-mail, go to the new course CRN. A message will appear on the course entry page with a link to view the import log.



The import log may also be accessed from the **Packages and Utilities** link in the **Control Panel**.



10. Click the link to view the detailed **Import Log** to check for errors.

View Log

[Email Log](#) [Download Log](#)

Filter Log:

Log Summary

Process Result	Fatal Errors: 0	Information: 3
	Errors: 0	Debug: 27
	Warnings: 0	Status: 0
Process Time	Apr 25, 2012 2:39:54 PM	
Process Duration	N/A seconds	
Log File Size	6 KB	

Log Details (30)

▼ **Apr 25, 2012 2:39:54 PM - Information**

▲ **Apr 25, 2012 2:39:54 PM - Information**

Course Copy Configuration:
User running copy: [2089]
Copy initiated from [Control Panel]
Copy Type = [Existing]
Course Areas
Tests, Surveys, and Pools
Announcements
Glossary
Calendar










11. Course Clean Up Suggestions


- Check your new course shell for errors.
- Remove duplicate links from the main course menu.
- Check to ensure that your course structure is intact.
- Check to ensure the files are present.
- Check to ensure that all web links are working.
- Check for old discussion postings in the discussions forum.
- Remove old unused files from your course.
- If you're using Respondus Lockdown Browser for the tests, the password must be re-entered in the password box as it does not retain after copying the content.


Respondus LockDown Browser Dashboard


Tests ▲

LockDown Browser

	Academic Honesty Assessment	Not Required
	BB Collaborate Survey	Not Required
	BRAND NEW TEST	Not Required
	Final Exam- Requires Respondus LockDown Browser	Required
	Final Exam- Requires Respondus LockDown Browser(1)	Error Fix It
	Hot Spot	Not Required
	Quiz #2	Not Required
	Quiz 1	Not Required
	final exam 2	Not Required

 Final Exam- Requires Respondus LockDown Browser(1)



 Quiz #2

LockDown Browser Settings

- Don't require Respondus LockDown Browser for this exam
- Require Respondus LockDown Browser for this exam

Password Settings

Password to access exam (optional)

[+] **Advanced Settings**