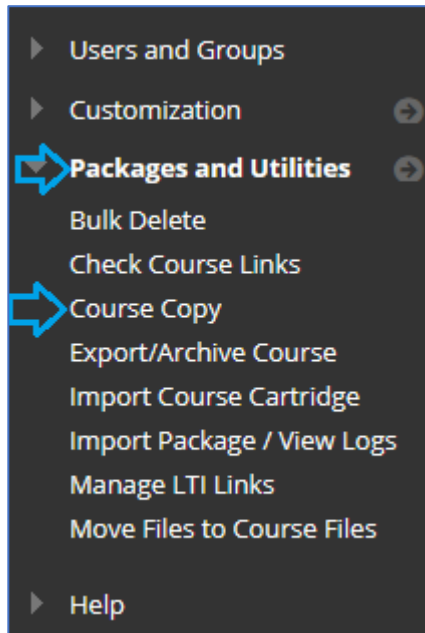


Copy Content from One Course to another

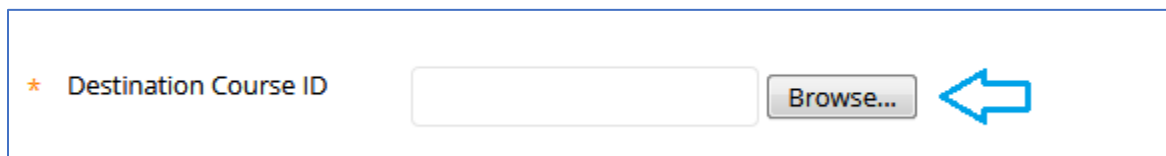
DO NOT COPY COURSE YOURSELF MORE THAN ONCE

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.

A screenshot of a form element. It consists of a text input field with the label '* Destination Course ID' to its left. To the right of the input field is a button labeled 'Browse...'. A blue arrow points from the 'Browse...' button towards the input field.

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 checked="" type="radio"/> CRN-15342-201801	TRAINING AND DEVELOPMENT CRN-15342-201801	May 8, 2018	101223313	Kani, Sara
<input type="radio"/> CRN-50587-201802	ORGANIZATIONAL BEHAVIOUR CRN-50587-201802	Aug 27, 2018	101223313	Kani, Sara
<input type="radio"/> CRN-50950-201802	TRAINING AND DEVELOPMENT CRN-50950-201802	Aug 27, 2018	101223313	Kani, Sara

5. Check the boxes beside what you need to copy over to the new course. (Select All and Deselect that you don't want to copy e.g. Announcements OR Select individual items you want to copy)

Select Course Materials

- Content Areas
 - Course Material
 - Assignments
 - Test 1
 - Test 2
- 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

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

FILE ATTACHMENTS

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)

Cancel Submit

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.

9. Press Reset button to see that all the items are loaded

