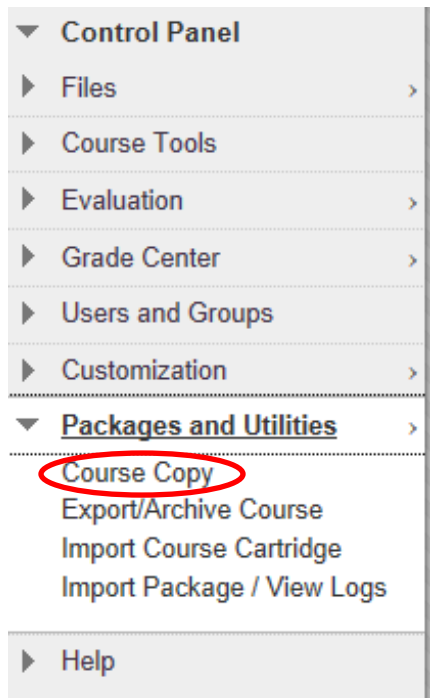


Packages and Utilities: Course Copy

Great news: If you are interested in recycling content from one course to another, you can by using the Course Copy command. Here are the steps:

Step 1: In the Control Panel of the course you'd like the content copied **FROM**, click on **PACKAGES AND UTILITIES > COURSE COPY:**



Step 2: Choose **Copy Course Materials into an Existing Course** from the Select Copy Type drop down menu:

SELECT COPY TYPE

Select Copy Type

Copy Course Materials into an Existing Course

Step 3: Click on the Browse button to select the **DESTINATION COURSE:**

SELECT COPY OPTIONS

✖ Destination Course ID

Browse...

Step 4: Select the radio button next to your course and click Submit:

Courses

Search by: ☒ Course ID ☐ Instructor ☐ Name/Description
demo Search
Created in Last: ☐ All Courses ☐ Month ☐ Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input checked="" type="radio"/> DemoCourse	Demo Course	Jan 15, 2014	amandacrabb etalent0811 christinesacco tfaculty	Crabb, Amanda Talent, Ed Sacco, Christine Faculty, Test

Displaying 1 to 1 of 1 items Show All Edit Page

Cancel Submit

Step 5: Choose **Select All**, **Uncheck Announcements**, and choose “**Include only the forums, with no starter posts**” under Discussion Board:

Select Course Materials

☒ Select All ☐ Unselect All

- ☒ Content Areas
 - ☒ Course Materials
 - ☒ Twitter
 - ☒ Badges
- ☒ 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 **Deselect Announcements**
- ☒ Blogs
- ☒ Calendar
- ☒ Contacts
- ☒ Content Alignments
- ☒ Discussion Board
 - ☐ Include starter posts for each thread in each forum (anonymized)
 - ☒ Include only the forums, with no starter posts **Select this option**
- ☒ Glossary
- ☒ Grade Center Columns and Settings
- ☒ Group Settings
- ☒ Journals
- ☒ Retention Center Rules
- ☒ Rubrics
- ☒ Settings
 - ☒ Availability
 - ☒ Banner Image
 - ☒ Course Guest Access
 - ☒ Course Observer Access
 - ☒ Duration
 - ☒ Enrollment Options
 - ☒ Language Pack
 - ☒ Navigation Settings
- ☒ Tasks
- ☒ Tests, Surveys, and Pools
- ☒ Wikis

FILE ATTACHMENTS

Click **Submit** to proceed.

Cancel Submit

Step 6: Click **SUBMIT**.

You should get a Success/Confirmation page stating the process will take place. Click **Ok**. The process can take up to 30 minutes to complete depending on how much content you are copying. An auto-confirmation email will be sent to your Curry inbox once the process is complete.

Note: Please do not recopy if the process seems to be taking too long, as you will then duplicate your content.