To copy the materials from an old course to a new semester:

- Go to the old course
- Go to the “Control Panel”
- Click on “Packages and Utilities”
- Click on “Course Copy”

Log into the course that has the content you’d like to move to another course.

Navigate to the Control Panel in the bottom left of your course screen.

- Select “Copy Course Materials into an Existing Course”

If you don’t choose “Copy Course Materials into an Existing Course” you won’t see the “Browse” button.
- Click “Browse”

A small browser window will pop up that lists your other course.
- **Select** the course you want to copy into
- **Click** “Submit”

Select the checkbox to the left of the new course, click “Submit” and you’ll return to the previous setup page.

- **Click** “Select All”

For a standard course copy use the “Select All” button.

2. **Select Copy Options**

- **Destination Course ID**

Selected Course Materials

- **Select All**
- **Unselected All**

**Content Areas**
- Home Page
- Syllabus
- Course Documents
- Group Project Info
- Group Member Evals
- Assignments

**Adaptive Release Rules for Content**

*User criteria will not be captured if enrollments are not included. Assign submissions will not be captured if the Grade Center columns and setting included.*
- **Deselect** “Announcements”
- **Select** “Include only the forums with no starter posts”
- **Select** “Grade Center Columns Settings”

If you don’t want all your announcements from the old course moved to the new course, uncheck the box.

You also won’t want all the student posts from the old semester so select the second option under Discussion Boards.

You must select “Grade Center Columns and Settings” if you want gradable content to copy over. This will NOT bring grades from previous semester students, only the gradebook columns.
• **Click** “Submit”

3. **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)

4. **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.

   Include Enrollments in the Copy

5. **Submit**

   Leave this blank. You don’t want any enrollments copied over.

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

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The copy process will begin. It can take several minutes to complete. You will get an email when it is done.

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Go with the defaults for the #3 and #4.