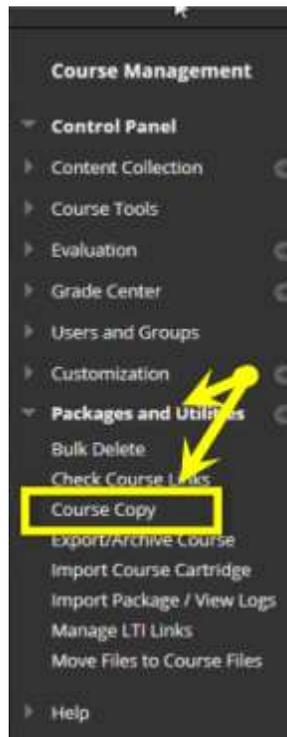


## To copy the materials from an old course to a new semester:

- **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.

## Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and have manage permission on these files to make copies of them. [More Help](#)

### SELECT COPY TYPE

Select Copy Type

Copy Course Materials into a New Course

Copy Course Materials into a New Course

Copy Course Materials into an Existing Course

Copy Course with Users (Exact Copy)

### SELECT COPY OPTIONS

Destination Course ID

Select Course Materials

Select All

Unselect All

Content Areas

Welcome

START HERE

Syllabus

**There is no "Browse" button here until you choose "Copy Course Materials into an Existing Course."**

- Click "Browse"

A small browser window will pop up that lists your other course.

### SELECT COPY TYPE

Select Copy Type

Copy Course Materials into an Existing Course

### SELECT COPY OPTIONS

Destination Course ID

Browse...

- **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.

**Courses**

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

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input type="checkbox"/> J_R_T_C	Joe Renieri Test Course	Apr 17, 2013	rrenieri	Renieri, Raymond
<input type="checkbox"/> Sul_Ross_Test_Course_and_Survey	Sul Ross Test Course and Survey	Mar 3, 2013	rrenieri	Renieri, Raymond
<input type="checkbox"/> bbb_testing_course	Bbb Testing Course	Apr 11, 2013	rrenieri	Renieri, Raymond

Displaying 1 to 3 of 3 items [Show All](#) [Edit Paging](#)

- **Click** “Select All”

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

## 2. Select Copy Options

\* Destination Course ID

Select Course Materials

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”

Announcements  
 Blogs  
 Calendar  
 Collaboration Sessions  
 Contacts  
 Content Alignments  
 Discussion Board  
 Include starter posts for each thread in each forum (anonymized)  
 Include only the forums, with no starter posts

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.

Select Course Materials

Select All Unselect All

Content Areas  
 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  
 Attendance  
 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

Glossary  
 Grade Center Columns and Settings  
 Group Settings  
 Journals

**You must select the "Grade Center Columns and Settings" or no quizzes, assignments or graded discussion boards will transfer over.**

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"

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

**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.

Enrollments  Include Enrollments in the Copy

**5. Submit**

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

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

Cancel Submit

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