How to Copy Content from an Old Course into a New Course

As an instructor, sometimes from semester to semester your course content does not change in a major way. Now you are able to copy old course content into your new course without clearing or erasing any changes you have already made in the new course.

**Step 1:** Click on the new course into which you want to copy your old course content. In this example we would click on *Training CourseOld*.

Please note that if you want to simply add content to existing content in the new course, then skip to **Step 4** otherwise continue with **Step 2**.

**Steps 2 and 3:** Once you have entered your new course you will notice that you have five content area items. **Figure A** below illustrates the items.

![Course List](image1)

**Fig. A**
Hover with your mouse pointer over to the first content item entitled “Course Homepage.” Note the action link (indicated by the arrow) in Figure B.

Click on this action link and you will see menu options as seen in Figure C below. Click on the Delete button.
Once you click delete you will see a warning dialogue box which will ask if you are certain that you want to delete this link. Click **OK** to confirm the deletion. Repeat the above steps with the other four content areas items which are currently in the course menu.

After deletion of the other four content area items. You will see the screen shown in **Figure D** which says that “There are no available items in this course” The content menu area should not have any content areas items as also noted in **Figure D**.

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**Fig. D**
Step 4: Using the course list, go back to your old course and click on the old course.

Step 5: Once inside the course, click on Packages and Utilities.
Step 6: By clicking on **Packages and Utilities**, a dropdown menu will appear. Click on the link entitled **Course Copy**.

![Image of Packages and Utilities dropdown menu with Course Copy highlighted]

Step 7: Click on **Browse**.

![Image of Copy Course page with Select Copy Type and Select Copy Options sections highlighted]
Steps 8 and 9: Select from the new window that pops up (see image below) which class you would like to copy your content to. In this case you would copy content into the Training-CourseNew course by selecting it and then clicking Submit.

Step 10: After you have selected which new course you want to send your old course content to then you can click Select All. Selecting this option will allow you to copy all of the course material into the new course. Please note if you choose not copy all of the course materials into your new course you have the option of selecting only those check boxes that you would like to have copied into your course.
Step 11: Click on “Submit”

Your course old course content has now been copied to your new course.