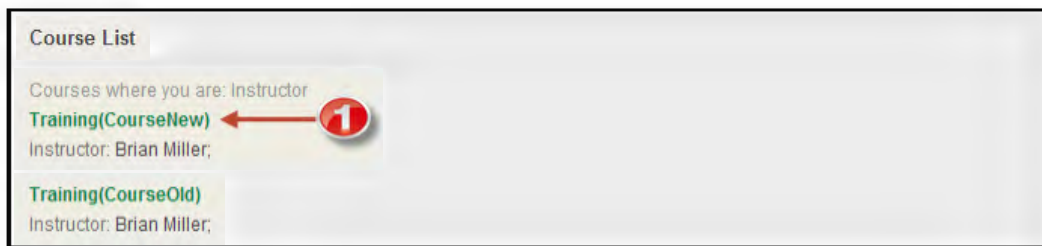


How to Copy Content from an Old Course into a New Course

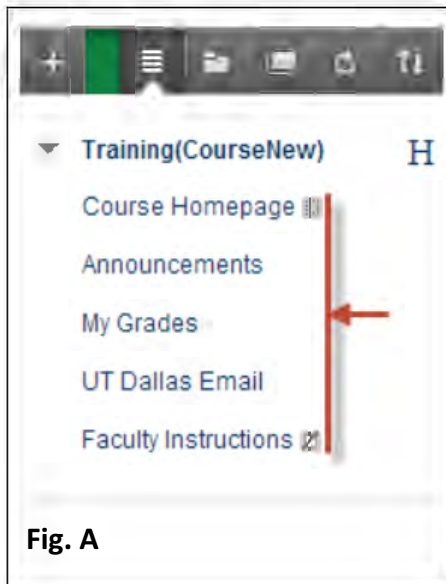
As an instructor, sometimes from semester to semester your course content does not change in a major way. Now you are able to copy old course content into your new course without clearing or erasing any changes you have already made in the new course.

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.



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**.

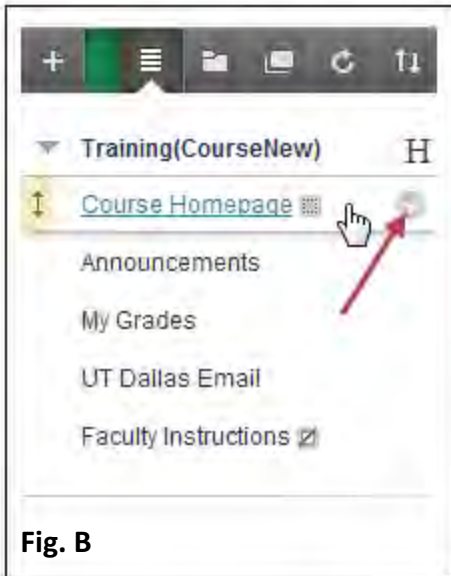


Fig. B

Click on this action link and you will see menu options as seen in **Figure C** below. Click on the **Delete** button.

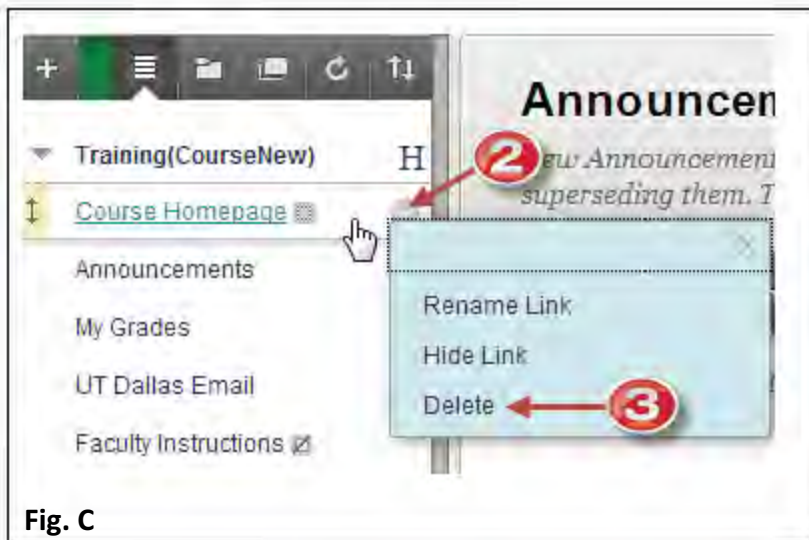
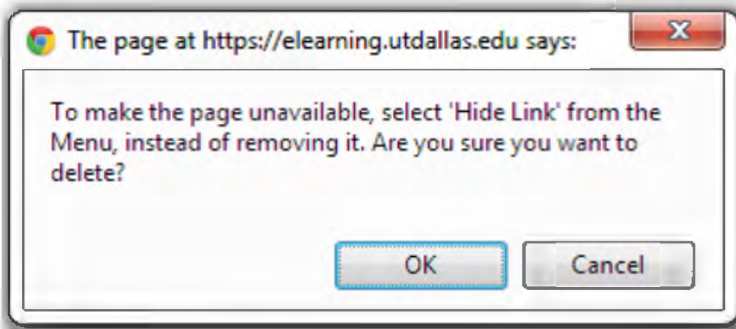


Fig. C

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**.

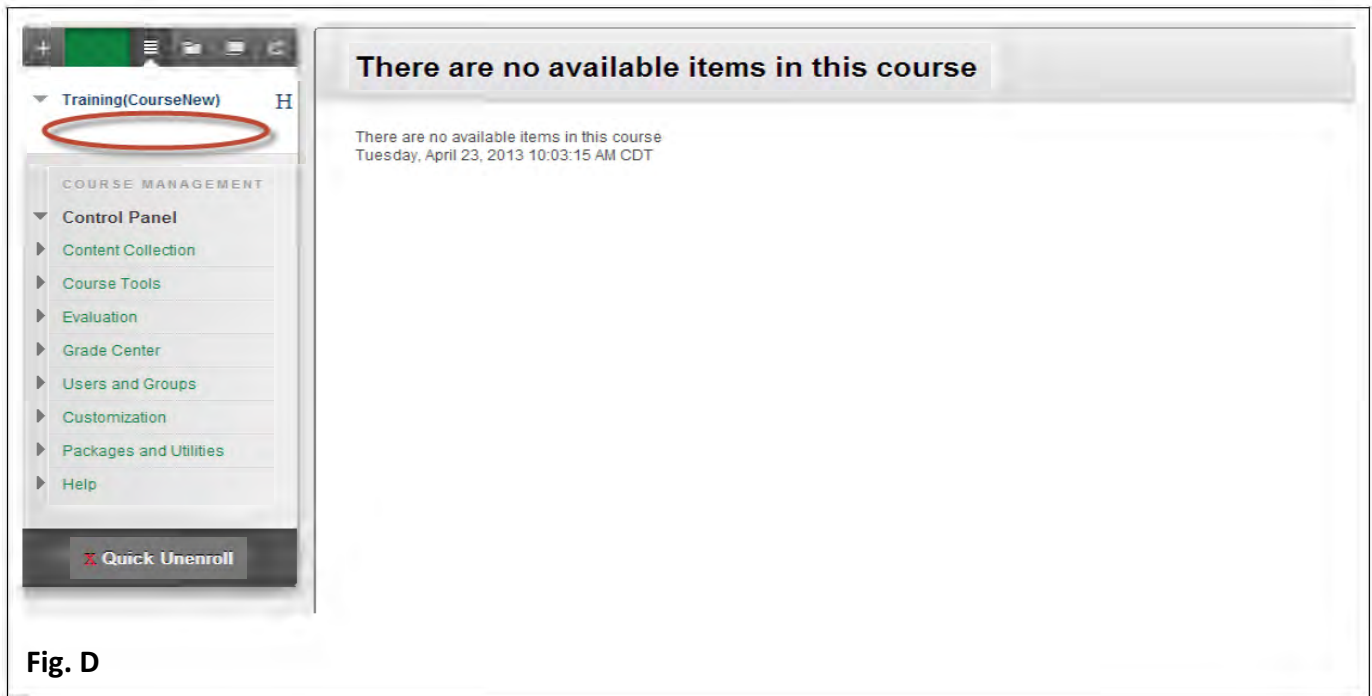
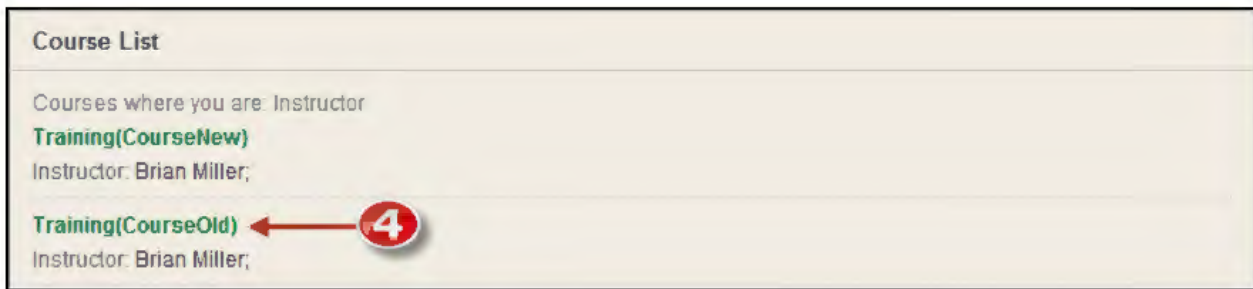
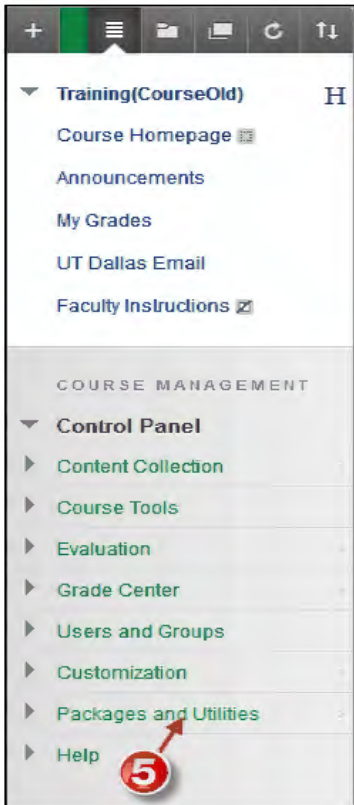


Fig. D

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



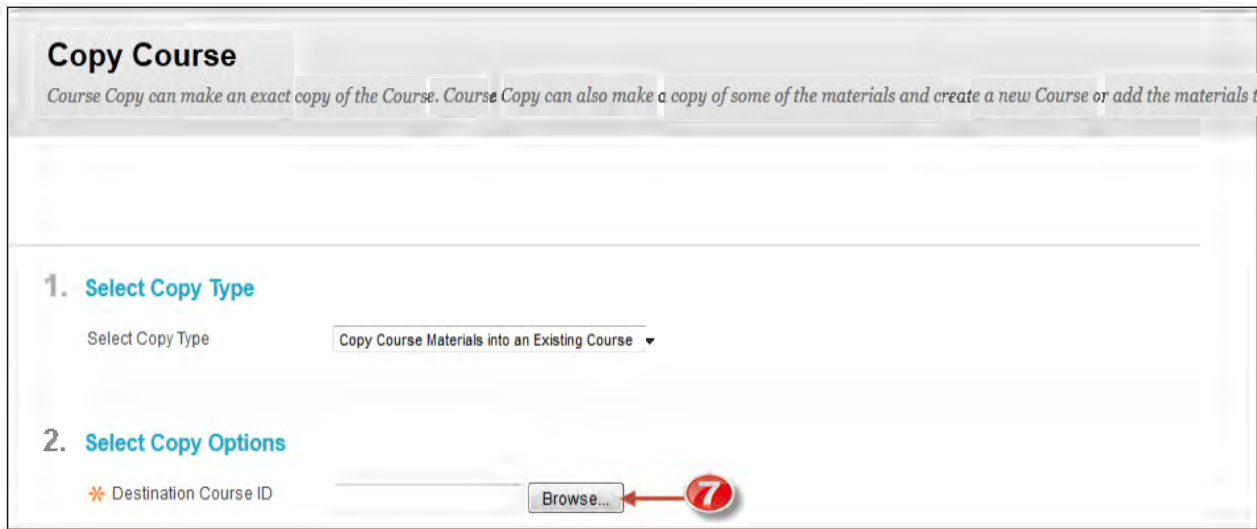
Step 5: Once inside the course, click on **Packages and Utilities**,



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



Step 7: Click on **Browse**.



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**.

Courses

Search by: Course ID Instructor Name/Description

Search

Created in Last: All Courses Month Day

<input type="radio"/>	<u>Course ID</u>	<u>Course Name</u>	<u>Created</u>	<u>Instructor Username</u>	<u>Instructor Name</u>
<input checked="" type="radio"/>	Training-CourseNew	Training(CourseNew)	Apr 22, 2013	admin-bxm132530	Miller, Brian
<input type="radio"/>	Training-CourseOld	Training(CourseOld)	Apr 22, 2013	admin-bxm132530	Miller, Brian
<input type="radio"/>	dev-su13-acct6334-linstead	development shell - SU13 - ACCT 6334 (Chris Linsteadt)	Apr 16, 2013	admin-kxa051000 admin-bxm132530 ccl019000	Adams, Katrina Miller, Brian Linsteadt, Chris

Displaying 1 to 3 of 3 items

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.**

2. Select Copy Options

* Destination Course ID: Training-CourseNew

Select Course Materials

Content Areas

- Course Homepage

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

Step 11: Click on “Submit”

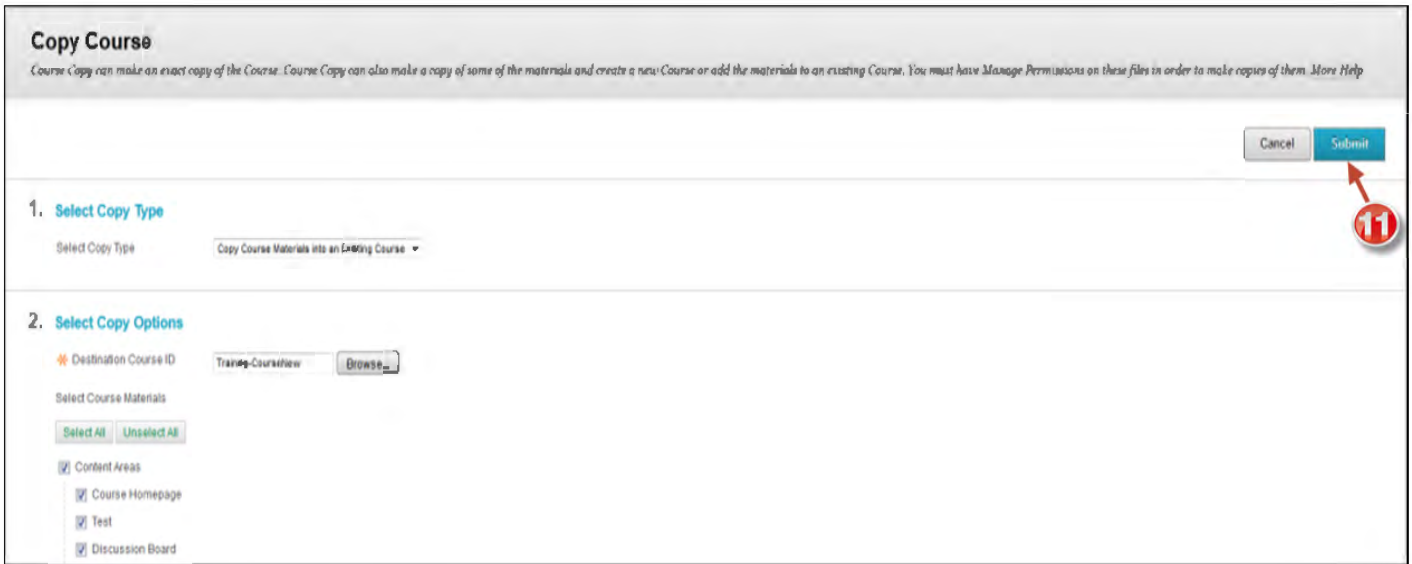
Copy Course
Course Copy can make an exact copy of the Course. Course Copy can also make a copy of some of the materials and create a new Course or add the materials to an existing Course. You must have Manage Permissions on these files in order to make copies of them. [More Help](#)

Cancel Submit

1. **Select Copy Type**
Select Copy Type: Copy Course Materials into an Existing Course

2. **Select Copy Options**
Destination Course ID: Transp-Courseview
Select Course Materials

 Content Areas
 Course Homepage
 Test
 Discussion Board



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