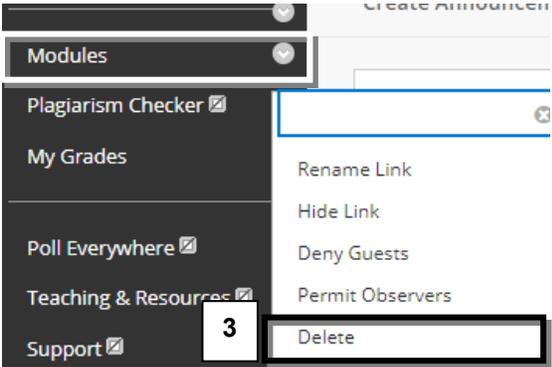


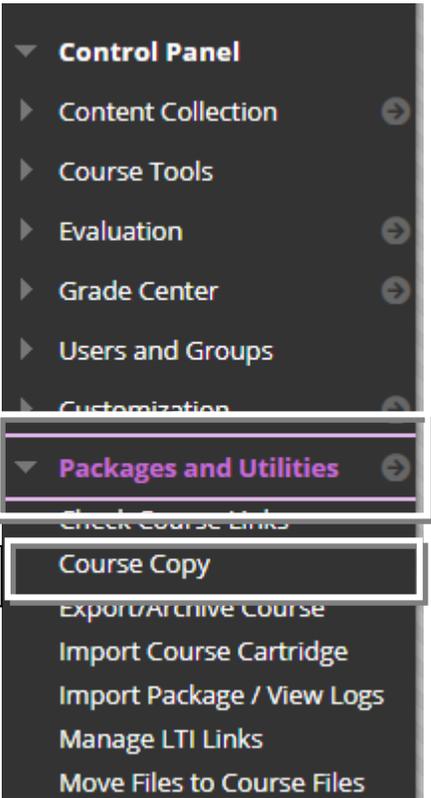
# Copy Course

The Course Copy function allows users to copy an entire course (including assignments, tests, discussion boards and other content). Instructors can specify which course content will be copied.



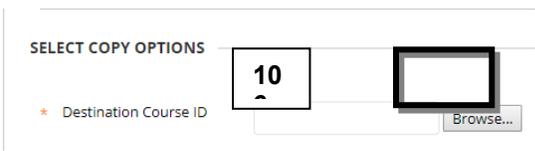
A screenshot of a course management interface. A dark sidebar menu on the left contains items like 'Plagiarism Checker', 'My Grades', 'Poll Everywhere', 'Teaching & Resources', and 'Support'. The 'Modules' item is selected, and a dropdown menu is open, showing options: 'Rename Link', 'Hide Link', 'Deny Guests', 'Permit Observers', and 'Delete'. A box labeled '2' highlights the 'Modules' item, and a box labeled '3' highlights the 'Delete' option in the dropdown.

1. Open the *Destination Course* (the course current semester course that will receive the copied materials)
2. On the course menu, locate **Modules**
3. Click the **Edit button** next to *Modules*, and choose **Delete**
4. On the *Are you Sure?* menu, click **delete** again
5. Repeat this process to remove the **Start Here!** and **Course Outline & Syllabus** buttons
6. Close the course



A screenshot of a 'Control Panel' menu. The 'Packages and Utilities' item is highlighted with a box labeled '8'. A sub-menu is open for 'Packages and Utilities', showing options: 'Check Course Links', 'Course Copy', 'Export/Archive Course', 'Import Course Cartridge', 'Import Package / View Logs', 'Manage LTI Links', and 'Move Files to Course Files'. The 'Course Copy' option is highlighted with a box labeled '9'.

7. Open the *Source Course* (the course from which course materials will be copied to the destination course).
8. On the Control Panel, click **Packages and Utilities**
9. Click **Course Copy**



A screenshot of a form titled 'SELECT COPY OPTIONS'. It contains a text input field with the number '10' inside, and a 'Browse...' button to its right. A box labeled '10' highlights the 'Browse...' button.

10. Click **Browse** to locate the *Destination Course ID*

12



Microsoft\_Adobe\_2016

11. The **Courses** window opens. Locate the destination course (The destination course ID will end in SP\_17)
12. Click the **radio button** to select the course
13. Click **Submit**

8

Destination Course ID

Select Course Materials

Content Areas

- Start Here!
- What's New?
- Syllabus & Outline
- About Your Instructor
- Modules
- Plagiarism Checker
- Teaching Resources

Click the **checkboxes** to select the following items

- Start Here!
- Syllabus and Outline
- Modules
- Settings
- Grade Center
- Tests, Surveys and Pools

*(NOTE: your checkbox selections may vary, depending on what you need to copy and which buttons you deleted in steps #3, 4 & 5.)*

14. Click **Submit**
15. You will receive a confirmation email when the copy is complete. The process will take around 5 minutes