Copy Course (School of Professional Studies)

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.

1. Open the *Destination Course* (the course current semester course that will receive the copied materials)
2. On the course menu, locate **Weekly Lessons**
3. Click the **Edit button** next to *Weekly Lessonss*, and choose **Delete**
4. On the *Are you Sure?* menu, click **delete** again
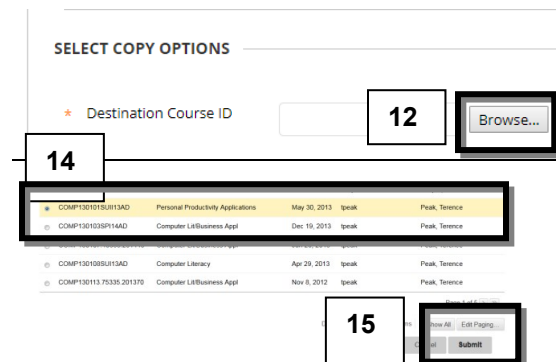

5. Click **Discussions Board**

6. Click the **Forum checkbox** to *select all of the forums*
7. Click **Delete**

Course Copy

Now you are ready to copy. Scroll down to the Control Panel
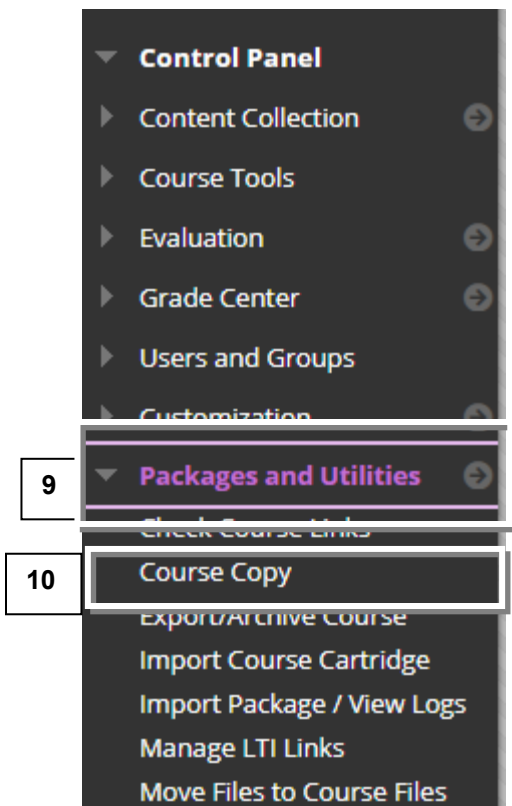
8. Open the *Source Course* (the course from which course materials will be copied to the destination course).
9. On the Control Panel, click **Packages and Utilities**
10. Click Course **Copy**

11. The Select Copy Options Page opens
12. Click **Browse** to locate the *Destination Course ID*

13. The **Courses** window opens. Locate the destination course
14. Click the **radio button** to select the course
15. Click **Submit**

SELECT COPY OPTIONS

Destination Course ID ☀ [   ] Browse...

Select Course Materials

Select All   Unselect All

☑ Content Areas
  ☑ Home Page
  ☐ Course Outline and Book
  ☑ Weekly Lessons

☐ Adaptive Release Rules for Content
  User criteria will not be captured if enrollments are not included. Assignment subr... be captured if the Grade Center columns and settings are not included.

☐ 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

☐ Glossary
☑ Grade Center Columns and Settings
☐ Group Settings
☐ Journals
☐ Retention Center Rules
☐ Rubrics
☐ Settings
  ☐ Availability
  ☐ Banner Image
  ☐ Course Guest Access
  ☐ Course Observer Access
  ☐ Duration
  ☐ Enrollment Options
  ☐ Language Pack
  ☐ Navigation Settings

☐ Tasks
☑ Tests, Surveys, and Pools
☐ Wikis
☐ Wimba Classroom

16. Click the **checkboxes** ☑ to select the following items
  - *Home Page*
  - *Weekly Lessons*
  - *Discussion Board*
  - *Grade Center Columns and Settings*
  - *Tests, Surveys, and Pools (if used)*
  - *Rubrics (if used)*
  - *Any other course content used*

17. Click **Submit** [Submit]

- You will receive a confirmation email when the copy is complete. The process will take around 5 minutes
- Be sure to review your Grade Center to ensure that you do not have any extra columns that will not be used. If so, contact Terry Peak or ADCaP Staff for assistance in editing your Grade Center.