Course Copy

The Course Copy feature allows instructors to copy content from courses they are currently teaching or have taught in previous semesters, into courses that they will be teaching. This is especially useful if an instructor teaches the same course from semester to semester.

**Note:** To use Course Copy, the user must be listed as ‘instructor’ in both courses. Also, the course to be copied into must be an **existing course**. For example, if an instructor wants to copy an existing fall course to a spring course, the course shell for the spring course must already be available (from ISIS) to perform the course copy.

**Using Course Copy:**

1. Login in the course you wish to copy content from.
2. Once inside your course, navigate to the Control Panel (lower left side of the screen) and choose ‘Packages and Utilities’ then ‘Course Copy.’
3. For **Copy Type**, select ‘Copy Course Materials into an Existing Course.’
4. Click ‘Browse’ to locate the destination course.
5. After clicking Browse, scroll through the list of courses (or use the Search feature) to find the destination course. In this example, we'll choose ‘CER_Training_Copied.’ Click Submit.

6. Once the destination course has been identified, select the areas of the course to be copied:

2. **Select Copy Options**

- **Destination Course ID**: CER_Training_Copied

Select Course Materials:
- [ ] Content Areas
- [ ] Syllabus
- [ ] Content
- [ ] Assignments
- [ ] Assessment
- [ ] Grading
- [ ] Blank Page
- [ ] 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
- [ ] Blogs
- [ ] Calendar
- [ ] Collaboration Sessions
- [ ] Contacts
- [ ] Discussion Board
- [ ] Early Warning System Rules
- [ ] Glossary
- [ ] Grade Center Columns and Settings
- [ ] Group Settings
- [ ] Journals
- [ ] Rubrics
- [ ] Settings
- [ ] Tasks
- [ ] Tests, Surveys, and Pools
- [ ] Wikis
7. In the Course Files section, make sure the default option, ‘Copy links and copies of the content (include all Course Files),’ is selected.

3. **Course Files**

Choose between copying only the links to files in Course Files or both the links and new copies of every file in Course Files. Click *Calculate Size* to make sure that the package size does not exceed the limit.

<table>
<thead>
<tr>
<th>Course Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>![radio button with selected option] Copy links to Course Files</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Package Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>![button] Calculate Size</td>
</tr>
</tbody>
</table>

8. Leave the ‘Include Enrollments in the Copy’ option unchecked. Click Submit.

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*.

<table>
<thead>
<tr>
<th>Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>![checkbox] Include Enrollments in the Copy</td>
</tr>
</tbody>
</table>

5. **Submit**

9. You should see a message that the request has been queued and that you will receive an email when the process is complete.

   **Success:** Course copy action queued. An email will be sent when the process is complete.

   **Packages and Utilities**

10. When the process has completed, click on the destination course to make sure all of the requested content has been successfully copied.