

HOW CAN I COPY MY ENTIRE COURSE FROM ONE SEMESTER TO ANOTHER?

The Copy Course feature copies course material from one course site to another. For example, you may have created documents in the summer version of the course that you want to add to your fall course site. This feature also allows you to combine materials from two or more separate course sites into one.

You can copy over course materials from a current or previous course site to a new course site. You must be an instructor of record in both courses to use this feature.

1. You must access the Control panel from the **Source Course**
2. Then, click **Packages and Utilities**
3. Click **Copy Course**
4. Select **Copy Course into an Existing Course**
5. Click on the **Browse** button next to the **Destination** course field
6. Select the course you want to copy the material into by clicking on the **Select** button next to the course
7. Press **Submit**
8. You will see the course ID listed in the **Destination Course** field
9. Choose the areas you want to copy. For best results, we recommend you to select all elements to copy
10. Click the **Submit** button