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 sited 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