Copying an Entire Course

Instructors have the ability to copy their own material from one course to another. Individual pieces of material can be copied from within any of the content areas but you can also copy an entire course in one process. To do this, first note the Course ID of the course that you would like to copy the material into. The Course ID is displayed in your My Courses module. The ID is listed first and has no spaces or underscores (_) in it. Be sure to note this ID exactly (or use the Copy feature from the Edit menu). In the example below, we will copy the course material for COMM 2140 from the Fall 2004 semester to the Spring 2005 semester.

My Courses

Courses you are teaching

- 04FACOMM2140E3DNewTechinCommunications
  New Tech in Communications

Courses in which you are enrolled:

- 05SPCOMM2140E1DNewTechinCommunications
  New Tech in Communications

Step 1: You will then need to go into the course that you want to copy material from. In this example, you would go into “04FACOMM2140E3DNewTechinCommunications”.

Step 2: Go into the Control Panel.

Step 3: Select Course Copy from the Course Options module.

Step 4: Select Copy Course Materials into an Existing Course.

Step 5: In the Destination Course ID: field, enter the Course ID that you noted earlier (or use the Paste feature from the Edit menu). In this example, you would enter: “05SPCOMM2140E1DNewTechinCommunications”.

Note: If you did not copy or note the Course ID, you can use the Browse option to search for the section.

Step 6: Use your mouse to Select Course Materials with check marks. Do NOT select Enrollment.

Note: Typically, all of the material would be selected with the possible exceptions of Announcements and Calendar. If you are copying any material which was created using the Assignment Manager tool, be sure to select Gradebook Items and Settings.

Step 7: Click Submit.