Steps for Copying Course Content

1. In the Course Shell you intend to copy content from click on "Packages and Utilities" and select "Course Copy"
2. On the resulting page, make sure "Copy Course Materials into an Existing Course" is selected from the "Select Copy Type" drop-down list

**SELECT COPY TYPE**

Select Copy Type          Copy Course Materials into an Existing Course ▾

    a.
3. Next to the field for "Destination Course ID" click "Browse..." and find the course you wish to copy into. Be very careful to select the correct course. Copying into the wrong course can at best require deleting the course shell you copied to and at worst, damage the historic record for that course shell if it turns out to have been a course shell taught in the past. Only courses the user is an instructor in can be found on this page. I recommend searching using the course ID if you have many items to choose from.

Search by: ⦿ Course ID ◯ Instructor ◯ Name/Description
EDMH_XXXX                              Search
Created in Last: ◯ All Courses ◯ Month ◯ Day

    a.
    b. Select the desired course by clicking the radio button to its left and clicking "Submit"
    c. The selection window will close and the target course should now be shown in the "Destination Course ID" field.
4. Under "SELECT COPY OPTIONS" do the following.
    a. Click "Select All"
    b. Uncheck "Adaptive Release Rules for Content"
        i. Leaving this checked will copy any adaptive release rules which would typically include specific students who were present in the source course but would not be present for the target course and result in the items so managed not showing up for students.
    c. Under "Discussion Board" select the radio button labelled "Include only the forums, with no starter posts"
        i. Selecting anything else will result in student posts in the source course being copied over as orphaned posts visible to users.
5. Under "Settings" uncheck the following
    a. Availability
        i. This would cause the term the source course is located in to overwrite the term your target course is in
    b. Course Guest Access

       i.   These settings are managed by the integration and we don't need conflicts being introduced
- c. Course Observer Access
    - i. Same as "b"
- d. Duration
    - i. Same as "b"
- e. Enrollment Options
    - i. Same as "b"
6. Do not change anything under "File Attachments or "Enrollments"
7. Click "Submit"

Do not copy content into a course shell more than once. If a mistake is made, contact David or Josh for assistance. This must be done correctly on the first attempt. Further attempts will likely result in issues that must be cleaned up, and in many cases, will result in the course having to be deleted and recreated and all content copied into the new course shell by David or Josh.

Below is a screenshot of the correct settings described above.

## Copy Course

*Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing cours...*
More Help

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**SELECT COPY TYPE**

Select Copy Type        Copy Course Materials into an Existing Course ▾

**SELECT COPY OPTIONS**

**SELECT COPY OPTIONS**

※ Destination Course ID        [          ] Browse...

Select Course Materials

[ Select All ] [ Unselect All ]

☑ Content Areas
- ☑ Home Page
- ☑ Start Here
- ☑ Content
- ☑ Media Assignments

☐ 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
☑ 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

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**FILE ATTACHMENTS**

*Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click Mo...*

Course Files
- ○ Copy links to Course Files
- ● Copy links and copies of the content
- ○ Copy links and copies of the content (include entire course home folder)

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**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.*

Enrollments        ☐ Include Enrollments in the Copy

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*Click **Submit** to proceed. Click **Cancel** to go back.*