

Copying Course Material Into an Existing Course

Helpful Tip:

Before you copy materials into a new course shell, remove all of the **NEW** buttons (buttons in the **new** course shell). This process may sound odd, but sometimes when you copy one course into another, you end up with 2 sets of buttons/menu items. To remove the buttons in the **NEW** course shell:

1. Go into the **Control Panel**.
2. Under **Course Options**, select **Manage Course Menu**.
3. Click **Remove** beside each button.

1. Open the **Source Course** (course that contains the material to be copied).

2. Enter the **Control Panel**. 

3. Under **Course Options**, click **Course Copy**.



4. Click **Copy Course Material into an Existing Course**.

Copy Course

- ▶ Copy Course Materials into a New Course
- ▶ Copy Course Materials into an Existing Course
- ▶ Copy Course with Users (Exact Copy)

5. Under **Option 1**, click **Browse** to search for the **destination** course.

Copy Course Materials into an Existing Course

Appropriate privileges are needed to copy materials to a destination.

1 Select a Course

Destination Course ID:

6. Select and enter your search criteria. For example, if you search by **Instructor**, you will select **Instructor** and enter your **login ID**.

Search by: Course ID Instructor Title/Description

Created in Last: All Courses Month Day

7. Click **Search**.

8. Locate the **Destination Course** (course into which the material will be copied).

Course ID	Course Name	Created	Instructor ID	Instructor Name	
Training_Lewis	Training_Lewis	Aug 17, 2005	tolewis	Lewis, Tracie	<input type="button" value="Select"/>

9. Click **Select**.

10. Under **Option 2**, select the **Course Materials** you would like copied into the destination course.

2 Select Course Materials

Content

Syllabus

Assignments

Books

Course Materials

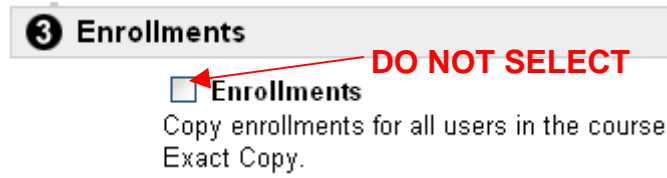
Announcements

Calendar

Collaboration Sessions

Discussion Board

11. Skip **Option 3**. You should **NOT** copy any enrollments.



12. Under **Option 4**, click **Submit**.
13. You will receive an email when the process has been completed.