

Copying Courses

The Course Copy tool makes it easy to copy content from one course section to another.

In the **Control Panel of the course with content**, choose **Packages and Utilities**, then “**Course Copy**.”

1. From the drop down list the SELECT COPY TYPE section of the **Copy Course** page, select “Copy Course Materials into an Existing Course”.
2. In the **SELECT COPY OPTIONS**, click the “Browse” button beside Destination Course ID. This will open a window with a list of your available course sections. The new sections will have a recent creation date. Double-check the CRN to be sure you are choosing the correct section! If you are super-confident, skip the browse button and just type in the CRN directly.
3. In the **Select Course Materials** section, click the Select All button

A screenshot of the "SELECT COPY TYPE" and "SELECT COPY OPTIONS" sections of the Course Copy tool. The "SELECT COPY TYPE" section features a dropdown menu labeled "Select Copy Type" with the option "Copy Course Materials into an Existing Course" selected, marked with a red circle containing the number "1". The "SELECT COPY OPTIONS" section includes a "Destination Course ID" field with a "Browse..." button next to it, marked with a red circle containing the number "2". Below this is a "Select Course Materials" section with "Select All" and "Unselect All" buttons, marked with a red circle containing the number "3". Underneath are several checkboxes for content types: "Content Areas", "Home Page", "Content", "Assignments", and "Adaptive Release Rules for Content".

4. In the FILE ATTACHMENTS area, leave the default as it is set.
5. In the ENROLLMENTS section, DO NOT check the "Include Enrollments in the Copy" box.
6. When you have made your choices, **Submit** the page.

The screenshot shows a web interface for copying course content. At the top, there are checkboxes for "Tests, Surveys, and Pools" and "Wikis". Below this is the "FILE ATTACHMENTS" section, which includes a descriptive paragraph and three radio button options. A red circle with the number "4" is placed next to the "Course Files" label. The second radio button option, "Copy links and copies of the content", is selected. Below the file attachments section is the "ENROLLMENTS" section, which includes another descriptive paragraph and a checkbox labeled "Include Enrollments in the Copy". A red circle with the number "5" is placed next to the "Enrollments" label, and the checkbox is unchecked. At the bottom right, there are "Cancel" and "Submit" buttons. A red circle with the number "6" is placed above the "Submit" button. At the bottom left, there is a line of text: "Click **Submit** to proceed. Click **Cancel** to go back."

You will receive an eTC email when the copy is complete. Check your course content and make any edits to content or due dates. Students will not be able to see the course until the first day of classes, so you will not need to deny access.

If you have questions, feel free to email me: rsmith13@tctc.edu