

Copy Course Materials into an Existing Course

Overview

The Copy Course Materials into an Existing Course page enables Instructors to copy content from one Course into another they are teaching. Instructors can select areas, such as Announcements, Staff Information or Course areas to copy. Copy Course will add content to a Course, but it will not remove existing content.

Find this page

Follow these steps to locate the Copy Course Materials into a New Course page.

1. Click Course Copy from the Control Panel.
2. Click Copy Course Materials into an Existing Course from the Copy Course page.

Destination Course ID

Enter a Course ID for the destination Course or click Browse to open a Search function in a separate window. Click Instructor button and enter in your employee id number for a list of your courses.

Select Course materials

Select the check boxes for each Course area and tool in the Course that should be copied into the existing Course. The table below details what happens to each selectable option when the copy is performed.

Note:a Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content, Staff Information or Settings. If none of these options is selected a warning will appear.

Course Material	Behavior when copied
Content	Copies Course materials, including uploaded files, Learning Units, and links. Users may also select to include Course Information, Course documents, Assignments, and External Links.
Announcements	All Announcements are copied to the new Course. This option must be selected or the links in Announcements to Assessments will be broken.
Tests, Surveys, and Pools	All Assessments and Surveys, including questions and options for deploying them are copied. All Pools are copied to the new Course.
Calendar	All Calendar events are copied to the new Course.
Collaboration Sessions	Collaboration Sessions.
Course Settings	Some Course Settings will be copied.

Course Material	Behavior when copied
Discussion Board	Discussion Board Forums, including the initial posts in each Forum, are copied to the new Course.
Grade Center Items and Settings	Items in the Grade Center, and their settings, such as type, categories, and display options, are copied to the new Course.
Group Settings	Settings include the names of the Groups, the settings for tool availability, and the Discussion Board Forum names.
Staff Information	All Staff Information is copied to the new Course.

Course Settings

When Course Settings is selected, certain settings are copied to the existing Course. These include the following:

- Course Entry Point
- Course Design
- Course Banner
- Tools settings that do not exist are added. Existing settings are not overwritten.

The following settings are not copied as part of this operation:

- Course ID
- Course Name
- Course Description
- Course Availability
- Guest Access
- Observer Access
- Course Duration
- Enrollment Options

Resolving Course Menu items

When copying content and tools from one Course to an existing Course, the Course Menu must resolve itself in the destination Course. The table below describes the how Course Menu items are resolved.

If . . .	then . . .
a Course area in the source Course does not exist in the destination Course	the area will be added to the Course Menu in the destination Course.
the Course area in the source Course and the Course area in the destination Course have the same name and are of the same type (for example, External Links, Staff Information, or content)	the content from the source Course will be added, but will not replace, the content in the area within the destination Course.
the Course area in the source Course and the Course area in the destination Course have the same name but are of different types	the Course area from the source Course will be added to the destination Course under a different name. The new name will append an incremental numeral to the name (for example, Course Materials will become Course Materials).

Links

Links to parts of a Course that are not included in the copy will break when the links appear in the destination Course. For example, if there is a link to a Test in a Course area and Assessments are not copied, the link to the test will break.

Course Cartridge content

The Course Cartridge Materials option is only successful if the source Course includes Copy Protected cartridge content and the destination Course does not have a Cartridge ID. If this option is selected, the Copy Protected cartridge content will be copied to the destination Course with the Cartridge ID assigned. This option only appears if there is Copy Protected Cartridge content in the source Course.

If the destination Course already has a Cartridge ID (meaning it already includes Copy Protected cartridge content), neither the cartridge content nor the Cartridge ID may be copied from the source Course to the destination Course. If the Course Cartridge Materials option is selected, the copy operation will be successful, but a note in the receipt states that the Course Cartridge Materials will not be copied.

If the source Course and the destination Course have the same Cartridge ID, the content may be copied successfully.

DO NOT SELECT ENROLLMENTS