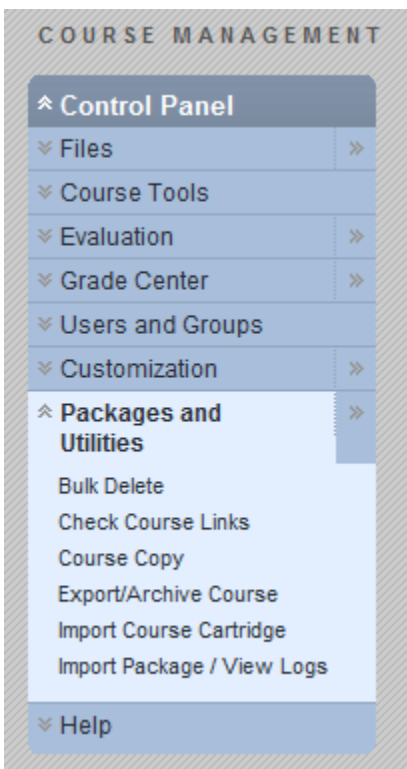


## Copying Course Content from One Semester to the Next

### In the course you wish to copy:



From inside the course you'll be copying, go to the course's control panel and expand "Packages and utilizes."

From there, choose "Course Copy."

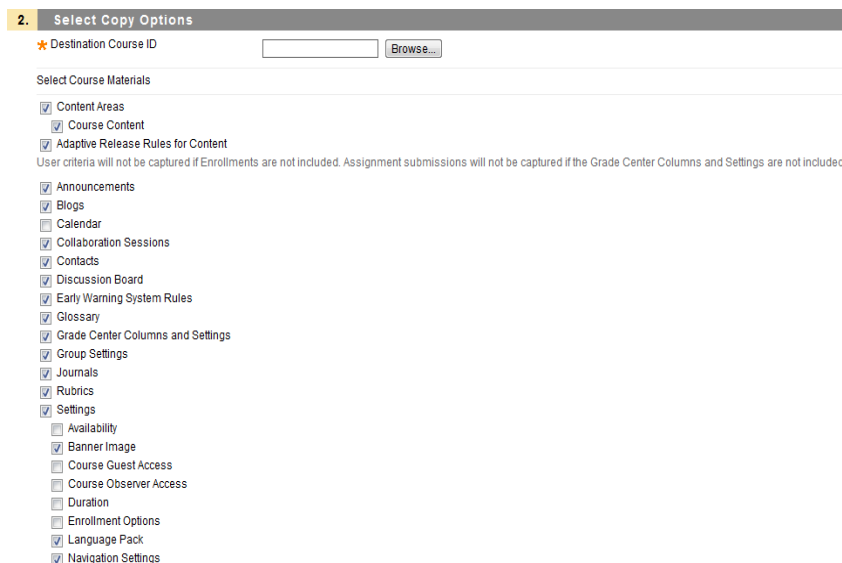
The course shell needs to already have been put in place by your department's schedule, so the only option you'll see under "Select Copy Type" is "Copy Course Materials into an Existing Course."

In item 2, enter the course you're copying the content into in the "Destination Course ID" field. The Course ID is also known as the CRN. You can browse through your available courses to select the new course by using the "Browse" button.

There are many fields you can choose to copy in item 2 under "Select Course Materials." Select all of the items you wish to copy from the old course. Most will need to be selected one-by-one.

Keep in mind that ONLY the course content will be copied, NOT personal student items such as blog, journal and forum entries or the students' test and assignment entries will be copied over. The students themselves also will not be copied into the new course unless "Include Enrollments in the Copy" is selected, but you don't need this if this copy is for a different semester.

Click the "Submit" button at the bottom of the screen.



If the copy went through, you will see a bar up top reading "Success: Course copy action queued. An email will be sent when the process is complete." Usually this will only take seconds to a few minutes. If the original is a large course with a lot of content or large files, this could take longer. It will also take longer if you're doing this within two weeks from the beginning of a semester, when the most activity is happening on the servers.

Keep in mind that this is an additive function, meaning if there is content already in the destination course, this will simply add the content to the existing content.