

Course Copy

The Course Copy 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. Course Copy will add content to a Course, but it will not remove or replace existing content.

- Copy from a Course You Are Teaching
 1. Select the course from which you would like to copy.



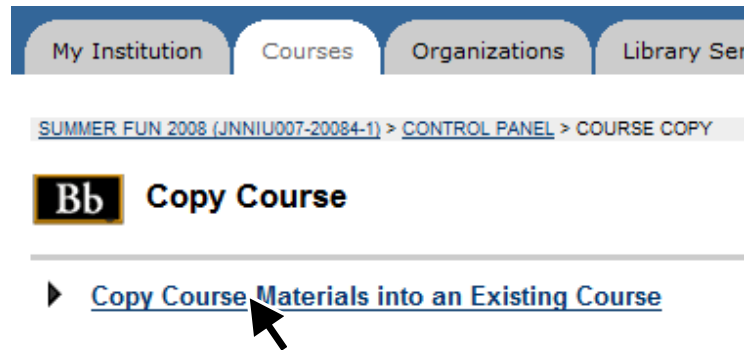
2. Navigate to the control panel



3. Under "Course Options" select "Course Copy"



4. Select "Copy Course Materials into an Existing Course"



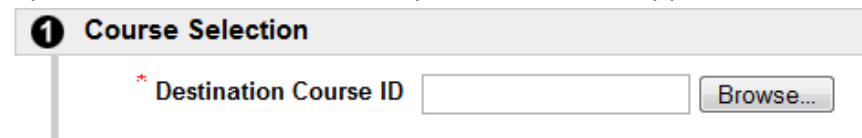
My Institution Courses Organizations Library Ser

SUMMER FUN 2008 (JNNIU007-20084-1) > CONTROL PANEL > COURSE COPY

Bb Copy Course

▶ [Copy Course Materials into an Existing Course](#)

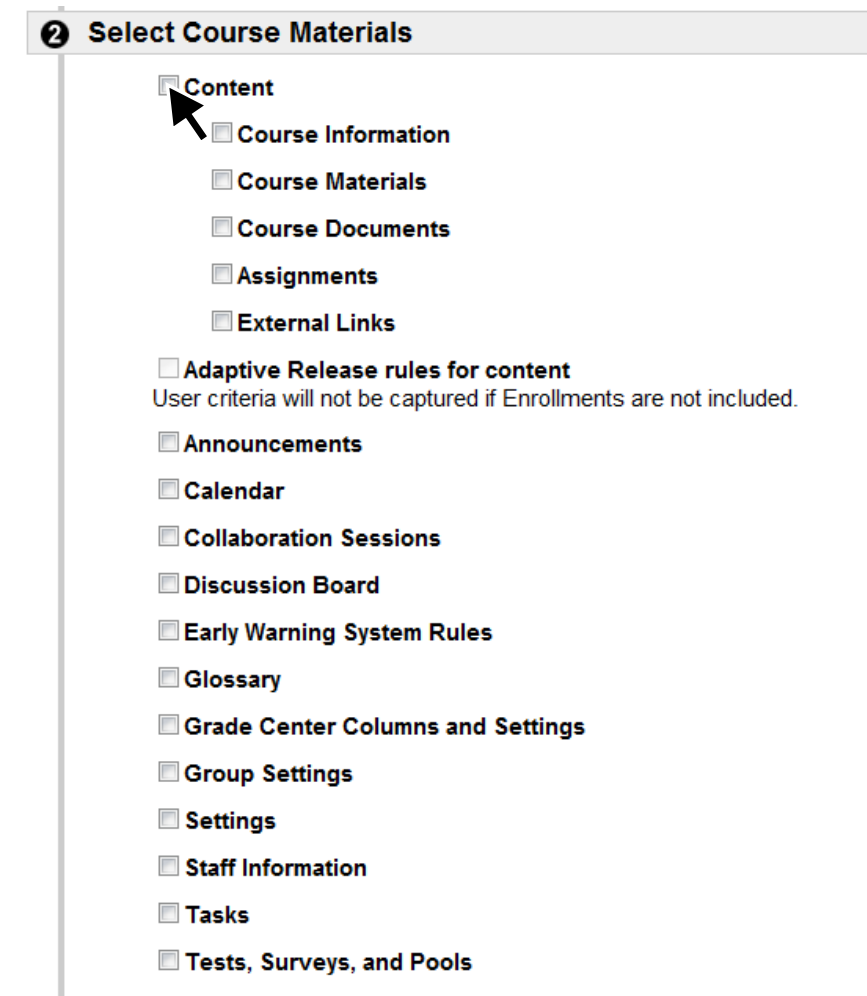
5. Input the course id for the course you would like to copy to



1 Course Selection

* Destination Course ID

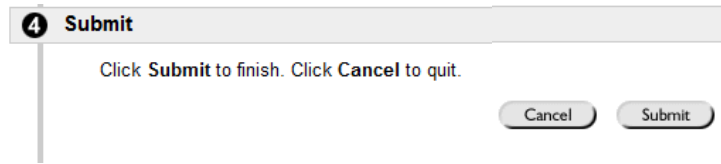
6. Select which content you would like to copy



2 Select Course Materials

- Content
- Course Information
 - Course Materials
 - Course Documents
 - Assignments
 - External Links
- Adaptive Release rules for content
User criteria will not be captured if Enrollments are not included.
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

7. Click submit



- Copy from a Course Taught By Another Instructor

The course copy function is designed to copy between courses an instructor is teaching. The following are two options for accomplishing a Course Copy from a course an instructor is not teaching:

- Option 1
 1. Contact the instructor of the course to be copied
 2. Ask him to follow the steps outlined above inputting the appropriate course id in step 5
- Option 2
 1. Contact the instructor of the course to be copied
 2. Ask him to add you as a co-instructor through the CMU
 3. Follow the steps outlined above