



Course Copy Process

When your new course is created, remember that it will not have any content. Here are the instructions for copying content from your previous course into the new one. Copying course materials will not remove any existing content.

1. First go into the “*previous*” course that has the content you want to use.
2. From the **Control Panel**, expand **Packages and Utilities**, and choose **Course Copy**.
3. Open the **Course Copy** screen and click **Browse** to choose your new course where the content will be used.
4. Select the course materials that you want to copy over to the new course. Or you can click **Select All – which is recommended**.
5. Uncheck Announcements – so last semester’s announcements do not copy to the new course.
6. Choose the **2nd option under Discussion Board** if you do not want the students’ posts from last semester to be copied to the new semester: **Include only the forums, with no starter Posts**.
7. Leave all other items with default settings, and click **Submit**.



Best Practice:

1. Your new course will have a default menu, so you might see two areas titled Course Content. You can delete the empty one from the menu (it will have a gray box next to the title).
2. If you accidentally copy your course more than once or the wrong content, contact the Faculty Helpdesk to delete all content. Then copy the content again - only once.

