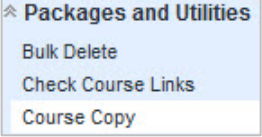

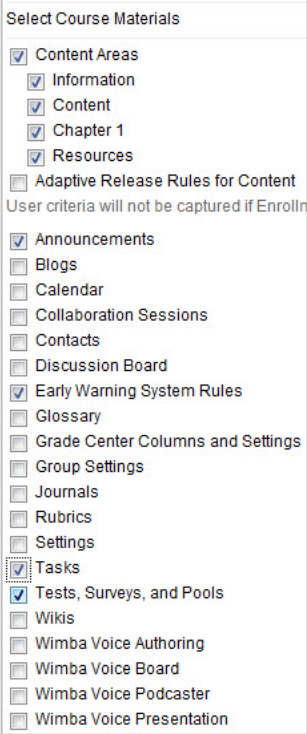
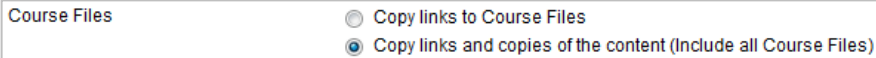




COPYING A COURSE



Course Copy

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

Step 1	On the Control Panel, under Packages and Utilities , click Course Copy .	
Step 2	In the Destination Course ID field, click Browse to select the Course ID for the Course that will be populated with content from the current Course.	
Step 3	Under Select Course Materials , select the check boxes for each Course area and tool that should be copied into the new Course. Select the Course Materials that you want to copy over to the existing course. A Course Copy operation cannot be completed if the user does not select at least one of the following areas: Content or Settings . If neither of these options is selected a warning will appear.	
Step 4	Select the option to Copy links to Course Files or Include all Course Files .	
Step 5	If you select Copy links and copies of the content , click Calculate Size to ensure that the package size does not exceed the displayed Allowed package size .	

Step 6	To remove files and folders from the package, click Manage Package Contents .	
Step 7	Click Submit .	