## 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 Step 2	On the Control Panel, under <b>Packages and Utilities</b> , click <b>Course Copy</b> . In the <b>Destination Course ID</b>	Packages and Utilities Bulk Delete Check Course Links Course Copy	
	field, click <b>Browse</b> to select the Course ID for the Course that will be populated with content from the current Course.	Select Copy Optio	FACIT101 Browse
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.	Select Course Materials            Ø Content Areas             Ø Chapter 1             Ø Resources             Adaptive Release Rules for Content          User criteria will not be captured if Enrolln             Ø Announcements             Blogs             Calendar             Collaboration Sessions             Contacts             Discussion Board             Early Warning System Rules             Glossary             Grade Center Columns and Settings             Journals             Rubrics             Settings             Virks             Wimba Voice Authoring             Wimba Voice Podcaster             Wimba Voice Presentation	
Step 4	Select the option to <b>Copy links</b> to <b>Course Files</b> or <b>Include all</b> <b>Course Files</b> .	Course Files	<ul> <li>Copy links to Course Files</li> <li>Copy links and copies of the content (Include all Course Files)</li> </ul>
Step 5	If you select <b>Copy links and</b> <b>copies of the content</b> , click <b>Calculate Size</b> to ensure that the package size does not exceed the displayed <b>Allowed</b> <b>package size</b> .	Calculate Size Allowed package size: Unlimited 732.6 KB	4



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