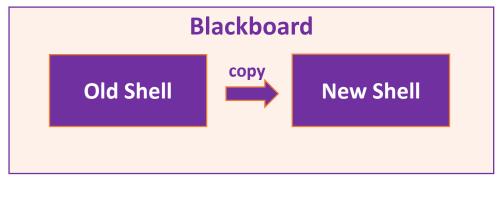
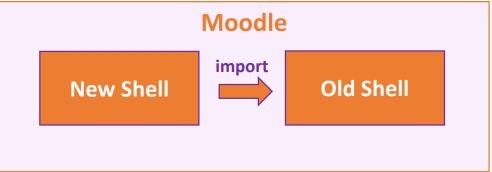
COPYING COURSES

At the beginning of each semester, you will need to copy content from a previous course into a new course shell. This will add content to a course shell, and it will not remove existing content.





- 1. Open the course from which you are copying materials (the old shell)
- 2. Below the course menu, go to Control Panel > Packages & Utilities > Course Copy
- 3. Select Copy Type: Copy Course Materials into an Existing Course
- 4. In the **Destination Course ID** field, browse for the course to which you want to copy the course materials
- 5. Select your course and Submit
- 6. Under **Select Course Materials**, select which materials you would like to copy (If you are copying Discussion forums, choose the option **Include only the forums**, with no starter posts.) and **Submit**
- 7. You will receive an email confirmation when the course copy is complete

	SELECT COPY TYPE	
Course Management		
Control Panel	Select Copy Type	Copy Course Materials into an Existing Course
Content		
Course Tools		
Evaluation	SELECT COPY OPTIONS	
Grade Center		
Users and Groups	Destination Course ID	Browse
Customization	Select Course Materials	
Packages and Utilities		
Bulk Delete	Select All Unselect All	
Course Copy	Content Areas	
ExporuArchive Course	Home Page	
Import Course Cartridge		
Import Package / View Logs		
Help	General	
neip	GETTING STARTED	