Copying a Previous Course into a New Course

The course copy feature is a feature commonly used to take content from one course and move it into another.

1. Click on the **Course Copy** link (available in the Control Panel area underneath the Packages and Utilities heading) for the class that you are copying FROM.

The only copy type that is available is to “Copy Course Materials into an Existing Course.” In section 2, 2 select the Destination Course ID by clicking on the **Browse** button.

In the box that pops up, 3 select the course that you want to copy the materials TO and then 4 click the **Submit** button.
Select all the material that you would like to copy by checking the appropriate boxes in Section 2. Remember to copy the grade center if you have assignments and tests in your course or they will not be copied correctly.

In Section 3, you will be able calculate the size of your course files before copying them by clicking on the Calculate Size button. Although there is currently no limit set for copying course file, remember that the large the amount of content, the longer it will take to copy. If you would only like selected items, click the Manage Package Contents button to lower the amount of items copied.

NOTE: Skip Section 4. (We do not recommend copying enrollments from one class to another unless you are combining sections.)

When you have made your selections, click the Submit button to finish. Copying course material should only take a few minutes, but may take more time if you have a large amount of content. You will be able to check the process has been completed by visiting the COPY TO class.