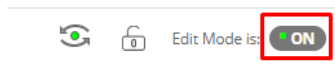


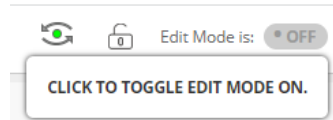
## Course Copy

You can copy a course from a previous semester to a newer semester by using this function. You can copy over as much or as little of the course as you would like.

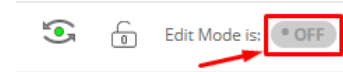
### Edit Mode is ON



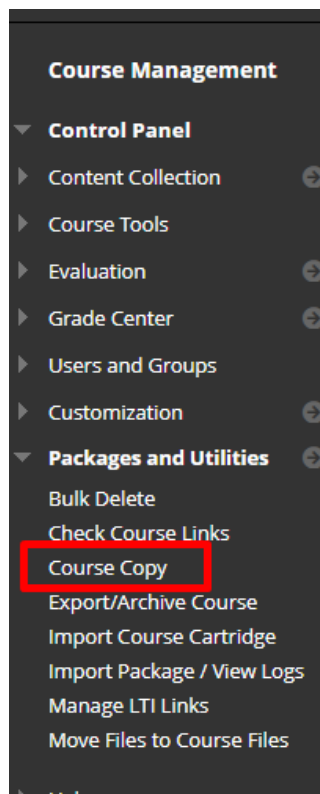
Make sure edit mode is on  
(Top right of screen)  
Click to toggle.



### Edit Mode is Off



1. Go to the old course.
2. Click Course Copy under Packages and Utilities.



3. Select copy type. In most cases you will choose to copy Course Materials into an Existing Course

**SELECT COPY TYPE**

Select Copy Type

- Copy Course Materials into an Existing Course ▾
- Copy Course Materials into a New Course
- Copy Course Materials into an Existing Course
- Copy Course with Users (Exact Copy)

**SELECT COPY OPTIONS**

4. Click browse and search for your course.

**SELECT COPY OPTIONS**

\* Destination Course ID

Select Course Materials

### Courses

Search by:  Course ID  Instructor  Name/Description

Created in Last:  All Courses  Month  Day

|                                  | COURSE ID    | COURSE NAME | CREATED     |
|----------------------------------|--------------|-------------|-------------|
| <input checked="" type="radio"/> | 12988.202301 | BUS-221-AB1 | Oct 5, 2022 |

5. Select all the content or choose the individual pages you would like to copy over.
6. Make sure to deselect Announcements as the past dated announcements would copy over.
7. For discussion posts choose to only include only the forums, or you will have old discussion posts from previous students.

Select Course Materials

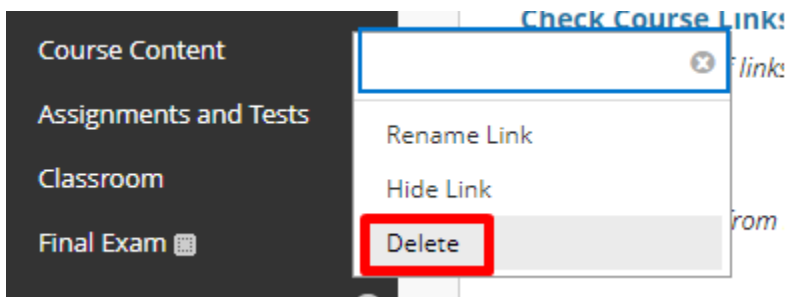
- Content Areas
  - Start Here
  - Course Content
  - Assignments
  - Weekly Homework
  - Exams
  - Group Project Files
  - Student Resources
- Adaptive Release Rules for Content
 

*User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.*
- Announcements
- Blogs
- Calendar
- Contacts
- Content Alignments
- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts
- Glossary
- Grade Center Columns and Settings
- Group Settings

8. Deselect all Settings other than Banner Image, Language Pack and Navigation Settings

- Rubrics
- Settings
  - Availability
  - Banner Image
  - Course Guest Access
  - Course Observer Access
  - Duration
  - Enrollment Options
  - Language Pack
  - Navigation Settings
- Tasks
- Tests, Surveys, and Pools
- Wikis

9. You will be notified when the course copy is done by email. If you have a lot of files in your class, it will take a few minutes.
10. Once you receive the email go to your new course and delete any unused or duplicate menu items. Leaving unused menu items will cause confusion in your structure.



Interested in more educational tools? Check out our How-To Guides at: [www.ufv.ca/myclass/faculty-centre/faculty-tutorials](http://www.ufv.ca/myclass/faculty-centre/faculty-tutorials) or email us at [asktlc@ufv.ca](mailto:asktlc@ufv.ca)

