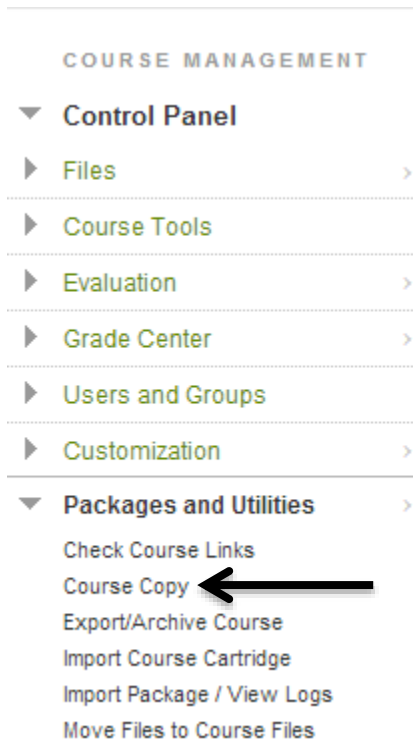


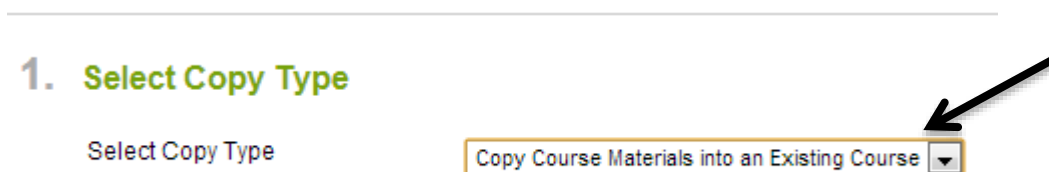
Migrate Your Previous Course over to Your New Course

By Scott Badger

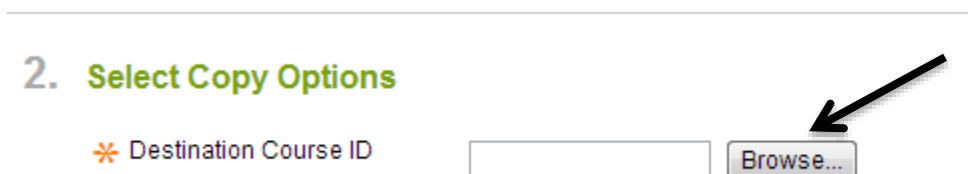
1. Go into your previous course.



2. From the Course Management section below Control Panel, select **Packages and Utilities > Course Copy**.



3. From section 1, click the down arrow and select **Copy Course Materials into an Existing Course**.



4. In section 2, click the **Browse** button.

Courses

Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

Course ID	Course Name	Created	Instructor Username	Instructor Name
<input checked="" type="radio"/> KYLE_JACKSON_TESTING_SP8	KYLE_JACKSON_TESTING_SP8	Jun 18, 2012	bb_kjackson	Jackson, Kyle
<input type="radio"/> PRACTICE_COURSE_KJACKSON	Practice Course for f2f and Online -KJackson	Mar 5, 2012	sbadger bb_kjackson	Badger, Scott Jackson, Kyle
<input type="radio"/> cc_removal_testing_kjackson1	cc_removal_testing_kjackson1	Apr 23, 2012	bb_kjackson	Jackson, Kyle
<input type="radio"/> cc_removal_testing_kjackson2	cc_removal_testing_kjackson2	Apr 23, 2012	bb_kjackson	Jackson, Kyle

Displaying 1 to 4 of 4 items

5. Select the course that you want to copy the content into.

6. Click **Submit**.

Select Course Materials

- Content Areas
 - Information
 - Units
 - Assessments
 - Assignments
 - Workshop 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
- Collaboration Sessions
- Contacts
- Content Alignments
- Discussion Board
- Early Warning System Rules
- Glossary
- Grade Center Columns and Settings
- Group Settings

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

- Below the **Select Course Materials** section, click **Select All**. (**Note:** The options below the Content Area will be pulled from the course you are copying from, so you may see more or less boxes depending on your course course.)

3. File Attachments

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

- Course Files
- Copy links to Course Files
 - Copy links and copies of the content
 - Copy links and copies of the content (include entire course home folder)
- 

- Turn on **“Copy links and copies of the content”**.

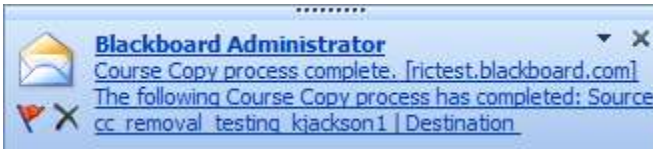
Package Size Limit package to only files linked into the selected content areas

- Click **Submit**.

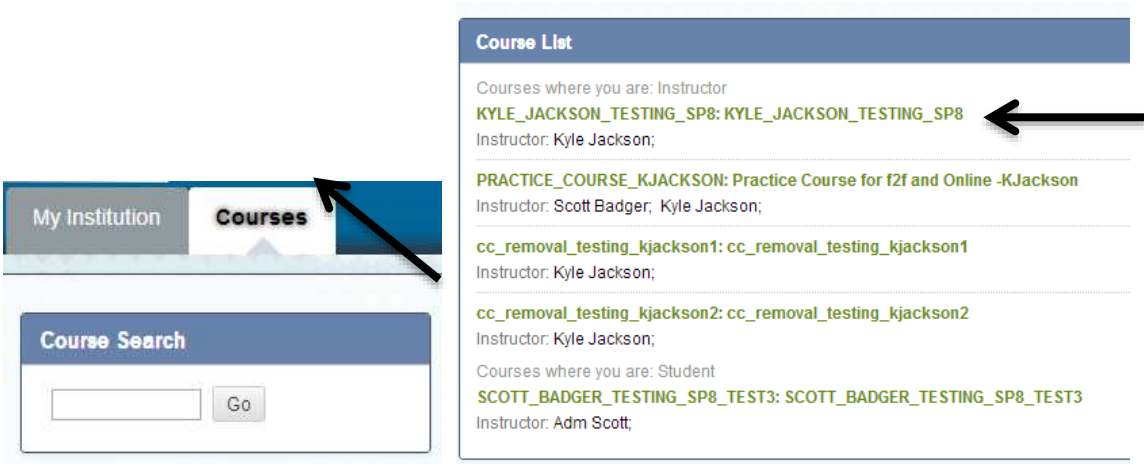
Success: Course copy action queued. An email will be sent when the process is complete.

Packages and Utilities

- At the top of the frame, you should see a blue bar with the following message: “Success: Course Copy action queued. An email will be sent when the process is complete.” (**Note:** This process can take several minutes. In some cases much longer depending how much content you have to copy over to the new course.)



11. Once the copy course phase is done, you will receive an email.



12. Now click the **Course tab** and then click on your new course.

13. The content from the previous course is now in your new course.