

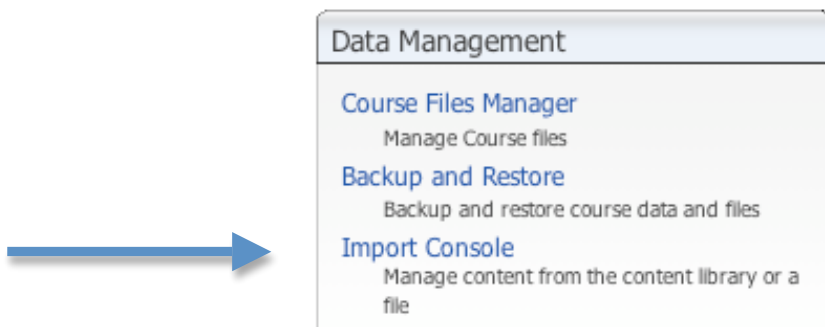
How to Copy a Course in eLearning

Step 1: Go into the **course you want to copy into**

Step 2: Click on the **Manage** tab



Step 3: From the **Data Management** nugget select **Import Console**



Step 4: Select **Copy Course**

Import New Course Content

Import and copy content from your computer to this course

Select a content type to import

Content Package

Import content from an ANGEL course export or item export, WebCT™ export, Blackboard™

Calendar and Announcements

Import calendar entries from a text file (compatible with WebCT™ calendar export files)

Master Course

Initialize the course based on a master course template

Copy Course

Initialize the course based on another course or group in which you are an editor

Step 5: From the Source pull-down menu select the course you want to copy FROM.

Uncheck the two checkboxes – there is no need to backup the courses before import nor to replace existing content since you are copying to a blank shell.

Course Copy

Copy all of the contents from another course or group into this course

Source Course/Group

Select a course/group ▼

Backup Options

Backup courses before import

Replace all existing content

Copy

Cancel

Click **Copy** and the course will be queued to copy. Give it about 5-10 minutes. You'll need to exit out of the course and then go back it.

Two important notes:

***Currently any theme you applied is not copying so you will need to reapply it when you copy.

If you have made any adjustments to a theme, it will be listed at the bottom of the theme list, preceded by the word Personal.

***If you want to **cross-list** your courses you should do this BEFORE copying content. Please contact the CITE lab for assistance!

For additional assistance contact the CITE lab:

Center for Instructional Technology Expertise (CITE Lab)

(508) 678-2811 x2081

CITE@bristolcc.edu