Common Problem: Often, faculty will want to use materials created for a course from a previous semester. Here’s how you move items from an old course to a new course.

The concept:

Think of the “copy course” function as moving from an old house to a new house. When you move, you start at the old house and pack up materials to send to the new house. You will do the same thing here. Start at the old course, “pack up” materials and send them to the new course.

Follow these steps:

1. Go to the “OLD” course
2. From the Control Panel in the bottom left corner, select Packages and Utilities
3. Select Course Copy
4. Under “select copy type”, choose “Copy to an existing course”
5. Under “select copy options”, you will see “destination course ID”. Click the “Browse” button
6. Select the course you want to copy the information TO as a destination.
   a. Note: You must be registered in the new course in order to do this
   b. Remember: you are selecting the new course where items will be moved to.
7. Select the content areas you wish to move
   a. Remember, you must select at least one content area you wish to move
8. Under “Enrollments” you will decide whether to include students from the old course in the new course.
   a. When to NOT Include Enrollments: If you are simply moving materials from a previous semester’s course. The new course will not have any students from the previous semester.
   b. When to Include Enrollments:
      i. If the same students from the old semester course will be in the new semester course. (For example, if the “new” course is part 2 of a two semester set of courses)
      ii. If you are merging different sections of the same course in the same semester (For example, if you are merging regional campus sections into one page. For more on how to do this task, see our “Merging Sections” Tip page)
9. Select “Submit”. You’re all done! The materials should now be in the new course.
If you have any questions, feel free to contact us!

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