Course Copy Process

When your new course is created, remember that it will not have any content. Here are the instructions for copying content from your previous course into the new one. Copying course materials will not remove any existing content.

1. First go into the previous course that has the content you want to use.
2. From the Control Panel, expand Packages and Utilities, and choose Course Copy.
3. Open the Course Copy screen and click Browse to choose your new course where the content will be used.
4. Select the course materials that you want to copy over to the new course, or you can click Select All.
5. Leave the other default settings, and click Submit.

Best Practice:

Your new course will have a default menu, so you might see two areas titled Course Content. You can delete the empty one from the menu (it will have a gray box next to the title). If you use the Announcements tool, you may want to uncheck this box so that students don’t see old information from the previous semester.