How to Copy Course Content from a Previous Semester Course into a Current Semester Course

• Click into your Previous Semester Course

• Click ‘Control Panel,’ which should be the 4th menu item up from the bottom left hand corner of your screen

• Under the Course Options Section, Click ‘Course Copy’

• Select ‘Copy Course Materials into an Existing Course’

• Next, Select the Destination Course (which would be your Present Semester Course) by hitting the Browse button.

• Search for your course and Click ‘Select’ button which is located to the far right of the desired Course Name

• Next, Check all the Content that you want to be copied over to the new course

• Ensure that ‘Adaptive Release Rules’ is checked and Please do not check ‘Enrollments,’ checking Enrollments will copy over the students and all related info from your previous course to the new course

• Next, Click ‘Submit’> ‘Ok’

• You will receive an email saying that the Copy Process is Now Complete

• Check your course to ensure that all the changes have been made.