

Copy Course Content for My Courses

The Copy Course Content channel permits instructors to copy content from any of their courses in My Courses (a.k.a. Course Studio) to another of their courses. Data can be copied across semesters (i.e. from a class *last* semester to a class *next* semester) or copied to another class in the same semester.

NOTE: Contact Catherine Werst or Sean Landers (x3248) to request access to the Copy Course Content channel.

Course data that *can* be copied:

- Files (including subfolders and their contents)
- Photos
- Links
- News

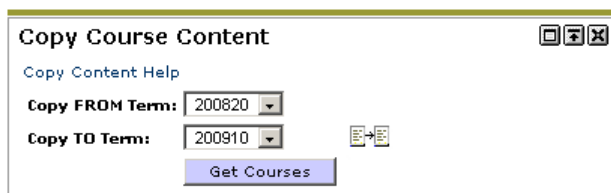
Course data that can *not* be copied:

- Message Board
- Calendar entries
- Homepage layout

How to Copy Course Content

CAUTION: Follow these steps carefully! Improper use of Copy Course Content can result in duplicate files that you will be unable to remove!


1. Access the new course *to* which you want content copied (under My Courses) and confirm that it is empty.
2. Locate the **Copy Course Content** channel, usually on the Faculty tab.
NOTE: If the channel does not appear on any tabs, you will need to add it. See sidebar, "Adding the 'CCC' Channel".



Adding the "CCC" Channel

1. Click the **Content/Layout** link at the upper left of the screen.
2. Click the tab where you wish to add a channel (i.e. "Faculty").



3. Click the **Add Channel** button  where you want the channel to be placed.

Steps for adding a new channel:



4. Click the drop-down arrow to the right of "Select Category".
5. Click "Select All" and then click the **Go** button.
6. Click **Copy Course Content** from the list under "Select a channel".



3. Add the selected channel: 


7. Click the **Add Channel** button.
8. When finished, click the "back to...Tab" link, at the upper left of the screen.

- In the **Copy FROM Term** field, click the drop down arrow and select the term of the course *from* which to copy.
- In the **Copy TO Term** field, click the drop down arrow and select the term of the course *to* which to copy.
(NOTE: The FROM and TO terms may be the same.)

Identifying Terms

The term is a 6-digit code. The first 4 digits are the year. The last 2 digits identify the semester, as follows:

Spring	03
Summer	05
Fall	07

- Click the **Get Courses** button. 
The Copy Course Content channel will display new fields.

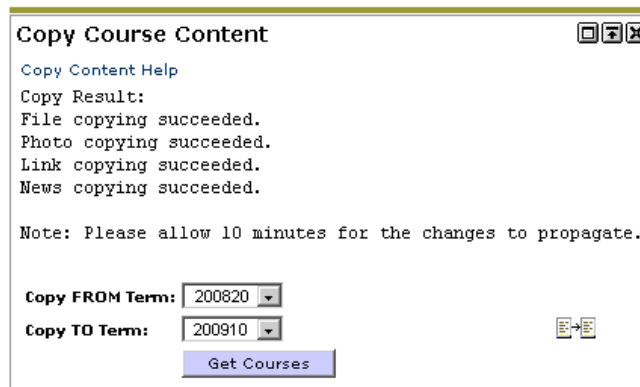
- In the **Select a Source Course** field, click the drop down arrow and select the course *from* which to copy.

- In the **Select a Destination Course** field, click the drop down arrow and select the course *to* which to copy.



- Under **Select content types**, click in the check boxes to select and/or deselect the type of content (Files, Photos, Links, News) you wish to copy.

- Click the **Copy** button.
The Copy Course Content channel will display the copy results.



IMPORTANT: Wait *at least 10 minutes* before verifying that the files have been copied to the destination course.

CAUTION: Do *not* attempt to copy to a destination course more than once!
Multiply copying may result in duplicate files that you cannot remove!

FAQ – Frequently Asked Questions regarding Copy Course Content	
Question	Answer
Will the setup of my course home page copy over?	No
I have numerous subfolders. Will they copy along with my content?	Yes
Some of my items contain HTML formatting in the description. Will this copy successfully?	Yes
I clicked the “copy” button, but do not immediately see the changes in my new course shell. Should I click the button again?	<i>No! Please wait at least 10 minutes for the copy to complete. If you do not see changes after 30 minutes, double-check that you are copying the correct CRNs before pressing the “copy” button again.</i>
My destination course is not accessible to students at the moment (I have edited the entry page to show something other than the course homepage). Can I still copy materials behind that “closed door”?	<i>Yes. Clicking the red Edit button on your CRN to change the students’ access point will not interfere with copying materials into your course shell.</i>
Can I copy a blank course into a course with material in it in order to start fresh?	<i>No. Once you have populated a course with content, the only way you can delete that content is to do so manually.</i>
Can I copy a consolidated course?	<i>You can copy content from one or more courses that are in a consolidated course, but you will not be able to see the consolidated course as a choice within the Copy Course Content channel.</i>
What if I copy a course into itself?	<i>A duplicate of every object in your course will be created, resulting in unusable undeletable objects. If this happens, contact Computer Services. (This will require a work order and probably several days to fix.)</i>
If I don’t select all of the items for copying, will it still take up to 10 minutes to copy?	Yes
I have colored text set in photo captions. Will the color of the text copy over?	Yes