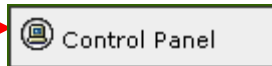


Copying Course Material Into an Existing Course

1. Open the **Source Course** (course that contains the material to be copied).

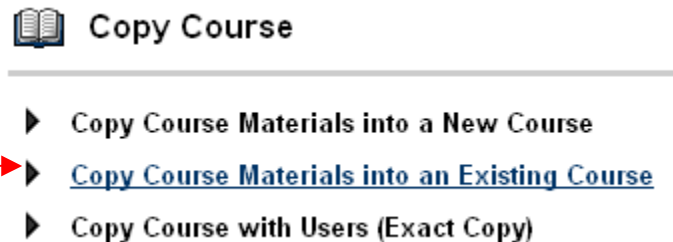
2. Enter the **Control Panel**.



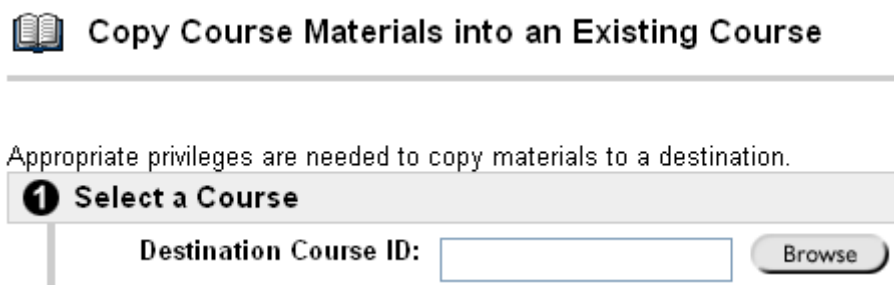
3. Under **Course Options**, click **Course Copy**.



4. Click **Copy Course Material into an Existing Course**.



5. Under **Option 1**, click **Browse** to search for the **destination** course.



6. Select and enter your search criteria. For example, if you search by **Instructor**, you will select **Instructor** and enter your **login ID**.

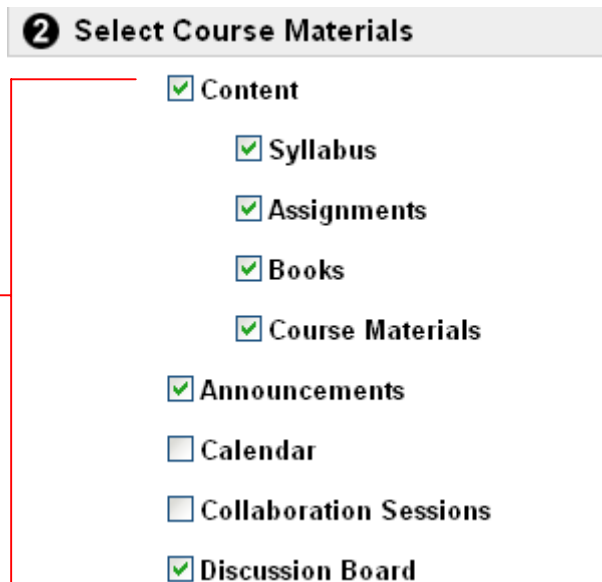


Search by: Course ID Instructor Title/Description
tolewis Search
Created in Last: All Courses Month Day

7. Click **Search**.
8. Locate the **Destination Course** (course into which the material will be copied).

Course ID	Course Name	Created	Instructor ID	Instructor Name	
Training_Lewis	Training_Lewis	Aug 17, 2005	tolewis	Lewis, Tracie	Select

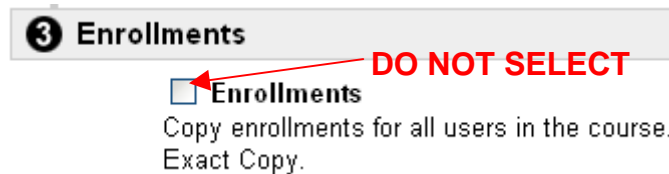
9. Click **Select**.
10. Under **Option 2**, select the **Course Materials** you would like copied into the destination course.



2 Select Course Materials

- Content
 - Syllabus
 - Assignments
 - Books
 - Course Materials
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board

11. Skip **Option 3**. You should **NOT** copy any enrollments.



3 Enrollments

Enrollments
Copy enrollments for all users in the course.
Exact Copy.

DO NOT SELECT

12. Under **Option 4**, click **Submit**.
13. You will receive an email when the process has been completed.