How to Copy a Course

Faculty now have the option to copy their course themselves after the shell is created. We want our faculty to have greater control over their own intellectual property and over their course content. We also want you to be able to work on your class as soon as it is populated.

So go to the course you want to copy. Under Control Panel, expand the Packages and Utilities section and click "Course Copy". Click on "Browse" and choose your class listed. You will only be able to see the courses you will be teaching the next semester.

Copy Course

Course Copy can make an exact copy of the Course. Course Copy can also make a copy of some of the materials and create a new Course or add the materials to an existing Course. You must have Manage Permissions on these files in order to make copies of them. More Help

Cancel   **Submit**

1. **Select Copy Type**

   Select Copy Type   ⌄

2. **Select Copy Options**

   * Destination Course ID   Browse...

   Select Course Materials

   Select All   Unselect All

   ☐ Content Areas
       ☐ Information

Next, click on "Select All" or choose the options you would like to copy. When in doubt, "Select All".

Finally, collect "Submit".

That's it. Any questions, please contact Joseph Coates at <u>jcoates@ccsj.edu</u>.