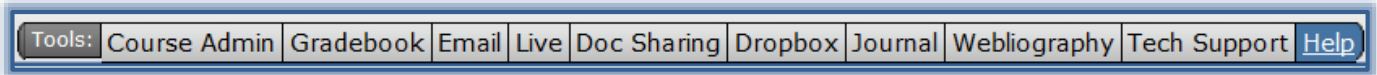


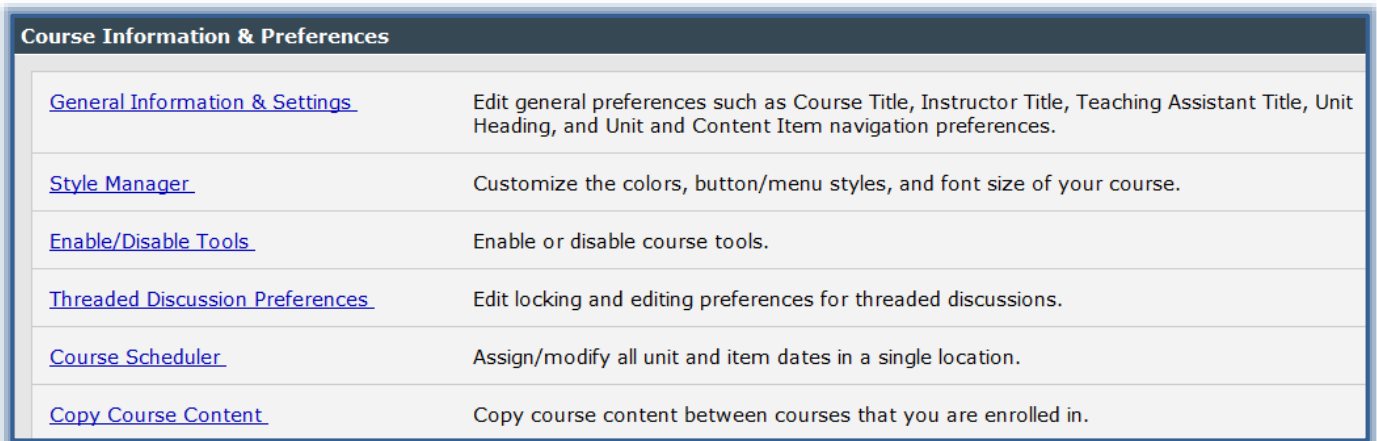
Faculty Course Copy

The Faculty Course Copy tool is can be used by faculty to copy material from a course they taught in a previous term (semester) to a current term (semester).

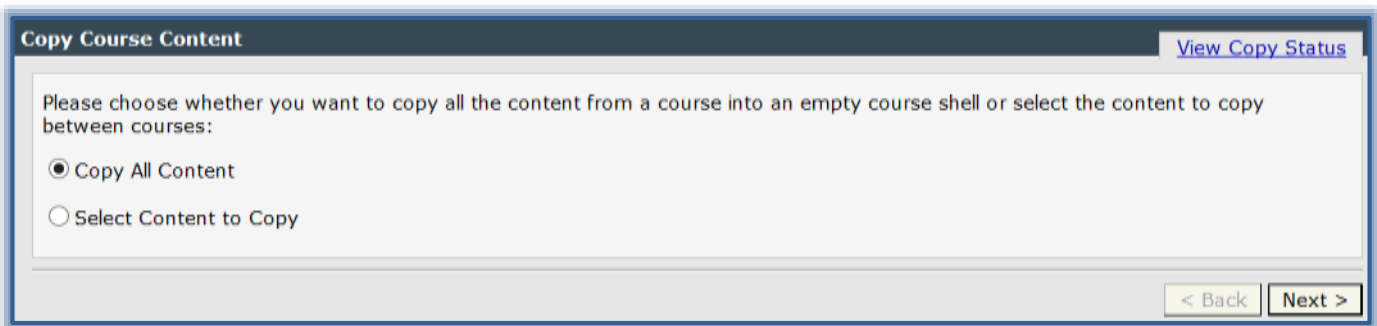
- ✦ Click on the **Course Admin** tab in the **Tools** area of the **Source Course**; the one that is to be copied (see illustration below).



- ✦ Click on the **Copy Course Content** link (see illustration below).



- ✦ Select one of the two options in the next window (see illustration below).



Copy All Content

This copy option can only be used if the **Destination Course** is an empty shell. If any content has been added, such as the syllabus, to the shell, this feature cannot be used. This is true even if all the material has been removed. When a new course is uploaded to eCollege an empty course shell is created. With this process, the Gradebook Settings are copied to the new course shell.

- ✦ Click **Next**.
- ✦ The **Copy All Content** window will display (see illustration on next page).
- ✦ Select the source term and course (the course to be copied).
 - ★ This should default to the **Source Course** you are in.
 - ★ If not, select the correct course.
- ✦ Uncheck any of the items that are not to be copied, such as Syllabus, Announcements, Gradebook Set-up and instructor content in the Doc Sharing and Webliography tools.
- ✦ Select the destination term and course shell.

Faculty Course Copy [View Copy Status](#)

Copy All Content

< Back Next >

Note: You will only be able to copy from courses and into course shells you are or have been enrolled in.

Select Course to Copy

Select Source Term: Winter 1 2014 (CAS - 15 Week - Mixed) ▼

Select Source Course: SED421_AA/House:: Edu Technology & AssistiveTechnology for Students with (AA) ▼

Syllabus Announcements

Document Sharing (Instructor only) Gradebook Set-Up

Webliography (Instructor only)

Note: Document Sharing and Webliography will only copy instructor postings.

Select Destination Shell

Select Destination Term: -- Select Term -- ▼

Select Destination Shell: -- Select Shell -- ▼

< Back Next >

- ✚ Click the **Next** button to see the summary display.
- ★ If any changes need to be made, click the **Back** button to return to the list of items.
- ★ Click the **Next** button again to return to the summary window.

Faculty Course Copy [View Copy Status](#)

Copy All Content

< Back Copy Course Content

You have chosen to copy the following:

Term: Winter 1 2014 (CAS - 15 Week - Mixed)

Course: SED421_AA/House:: Edu Technology & AssistiveTechnology for Students with (AA)

Syllabus

Announcements

Document Sharing (Instructor only)

Gradebook Set-Up

Webliography (Instructor only)

Into the following:

Term: Fall 1 2014 (CAS - 15 Week - Mixed)

Shell: SED421_AA/House:: Edu Technology & AssistiveTechnology for Students with (AA)

If this is incorrect, click the back button below to change your selections.

< Back Copy Course Content

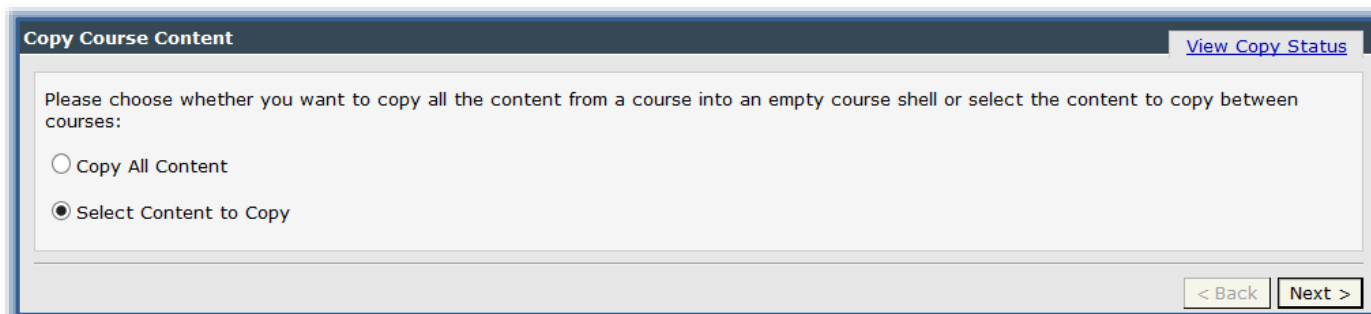
- ✚ Click the **Copy Course Content** button to copy the new content to the **Destination Course**.

Select Content to Copy

To add content to a **Destination Course** where content has already been added, select this option. This will allow you to select the individual content that is to be copied into the **Destination Course**. This process can also be used to select specific content to copy from a **Source Course** to a **Destination Course** instead of copying all the content from the **Source Course**. When this option is selected, Gradebook Setup will not be copied.

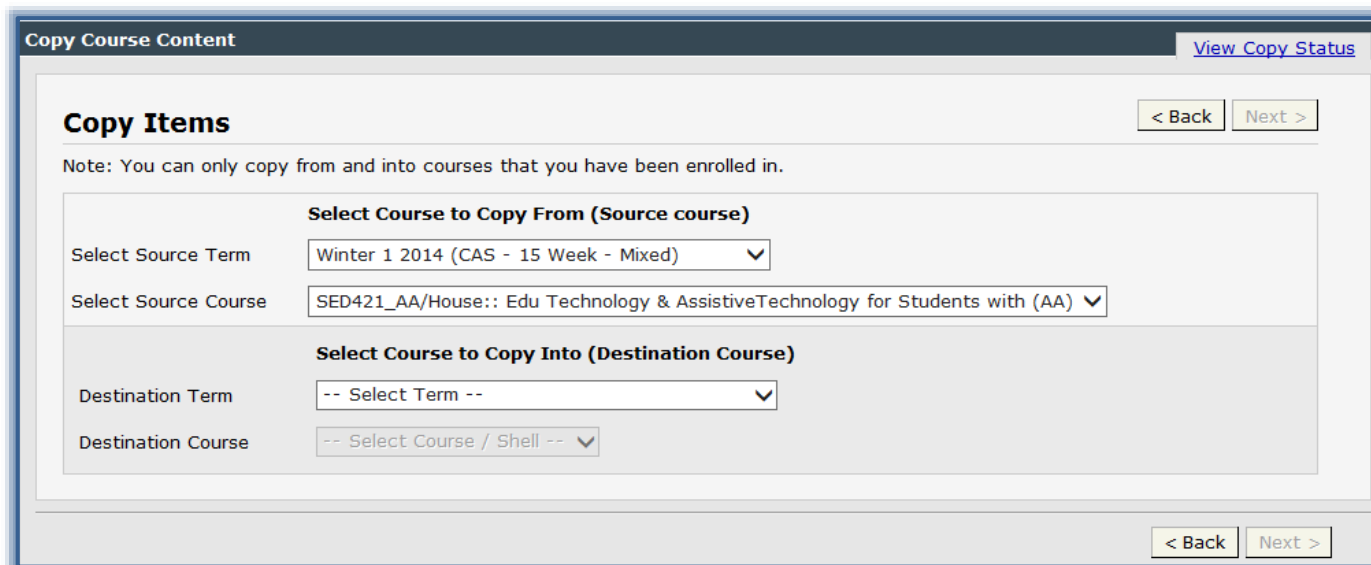
† Click the **Copy Course Content** link under **Course Admin**.

† Click the **Select Content to Copy** option.



The screenshot shows a web interface titled "Copy Course Content" with a "View Copy Status" link in the top right. The main content area contains the text: "Please choose whether you want to copy all the content from a course into an empty course shell or select the content to copy between courses:". Below this text are two radio button options: "Copy All Content" (unselected) and "Select Content to Copy" (selected). At the bottom right, there are two buttons: "< Back" and "Next >".

† The **Copy Items** window will display (see illustration below).



The screenshot shows a web interface titled "Copy Course Content" with a "View Copy Status" link in the top right. The main content area is titled "Copy Items" and has "< Back" and "Next >" buttons in the top right. Below the title is a note: "Note: You can only copy from and into courses that you have been enrolled in." The interface is divided into two sections: "Select Course to Copy From (Source course)" and "Select Course to Copy Into (Destination Course)". The "Source course" section has two dropdown menus: "Select Source Term" (set to "Winter 1 2014 (CAS - 15 Week - Mixed)") and "Select Source Course" (set to "SED421_AA/House:: Edu Technology & AssistiveTechnology for Students with (AA)"). The "Destination Course" section has two dropdown menus: "Destination Term" (set to "-- Select Term --") and "Destination Course" (set to "-- Select Course / Shell --"). At the bottom right, there are two buttons: "< Back" and "Next >".

† Select the **Source Term** and **Source Course**; the course from which the content is to be copied.

★ This should default to the Source Term and Source Course that you are in.

★ If not, select the correct term and course.

† Select the **Destination Term** and **Destination Course**; the course to which the material is to be copied.

† Click **Next**.

† A list of items in the **Source Course** will appear on the left side of the window (see illustration on next page).

† A list of items in the **Destination Course** will appear on the right side of the window.

† Click the check box on the left side of the item(s) that are to be added to the course.

† Select the Week or Unit to which the item is to be copied from the drop-down list.

† To copy all the items in a select week, click the **Add New Week and Copy All Week Content** check box.

★ The rest of the check boxes in that week will be selected.

- ★ When the copy is completed all the items in the week will be copied to the new course.
- ✚ Once all the items have been selected, click the **Next** button to see the summary display.
- ★ If any changes need to be made, click the **Back** button to return to the list of items.
- ★ Click the **Next** button again to return to the summary window.
- ✚ Click the **Copy Course Content** button to copy the new content to the **Destination Course**.
- ✚ Click the **View Copy Status** link to see if the copy has completed.

Copy Course Content
[View Copy Status](#)

Copy Items

Source Course (Content Available to Copy)

SED421_AA/House:: Edu Technology & AssistiveTechnology for Students with (AA)
 Winter 1 2014 (CAS - 15 Week - Mixed)

Files and Folders
 Document Sharing (Instructor Entries Only)
 Webliography (Instructor Entries Only)
 Announcements - No Entries

Course Home

Syllabus - No Entries
 Intro Text
 SED 421 Course Syllabus - Add to
 SED 421 Course Calendar - Add to
 Student Info - Add to
 Classroom Observation - Add to
 Observation Form - Add to
 Article Summary Grading Rubric - Add to
 Lesson Summary Grading Rubric - Add to

Destination Course (Existing Content)

SED421_AA/House:: Edu Technology & AssistiveTechnology for Students with (AA)
 Fall 1 2014 (CAS - 15 Week - Mixed)

Course Home

Syllabus - No Entries
 Intro Text

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