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

- 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.