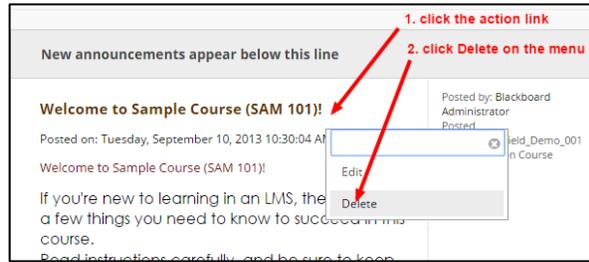


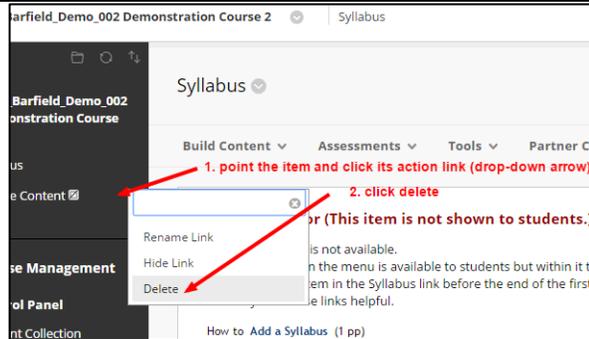
Copy Your Previous Course to a New Semester

To copy your existing course to a subsequent semester, take the following steps.

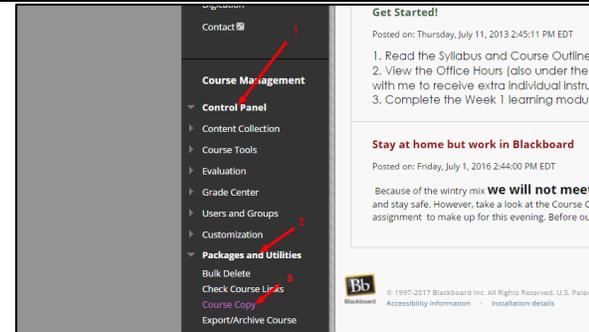
1. In the NEW COURSE, prior to copying, remove ALL announcement content items before removing the announcement links.



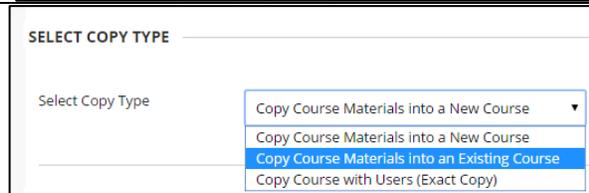
2. In the NEW COURSE remove any menu items that you do not need or that you already have in the old course
 - Since each new template may include updates, you should retain the Help & Tech Support, College Support Resources, Contacts, and Progress Alert Program links.



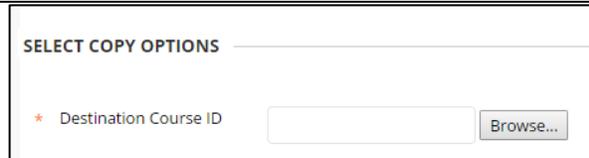
3. In the OLD COURSE check your materials and move down to the Control Panel.
 - The course should contain all of your course materials already.
 - Click Packages and Utilities to expand the menu.
 - Click Course Copy.



4. In the Select Copy Type area, click the drop-down arrow and choose Copy Course Materials into and Existing Course.

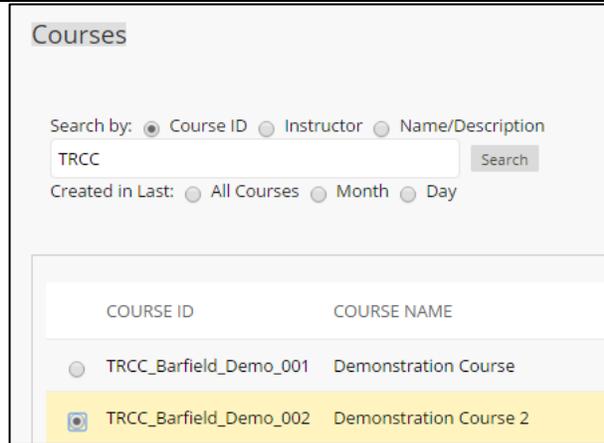


5. In the Select Copy Options area, a Browse button now appears next to the Destination Course ID. Click the browse button to find your destination course.



Copy Your Previous Course to a New Semester

6. Use the Browse button to find the NEW COURSE's ID. You can filter and use the course ID to help.
7. Once you have found the course and checked its radio button, click the submit button in the bottom right-hand section of the Courses window. You will then see it located in the box next to the Destination Course ID.



Courses

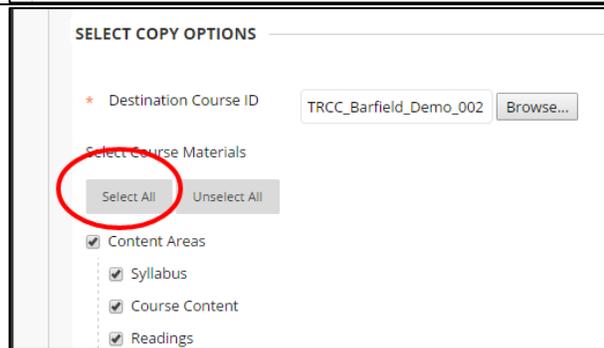
Search by: Course ID Instructor Name/Description

TRCC

Created in Last: All Courses Month Day

| COURSE ID | COURSE NAME |
|---|------------------------|
| <input type="radio"/> TRCC_Barfield_Demo_001 | Demonstration Course |
| <input checked="" type="radio"/> TRCC_Barfield_Demo_002 | Demonstration Course 2 |

8. In the Select Copy Options area, click the Select All button. It will check all boxes except for Guest and Observer options.



SELECT COPY OPTIONS

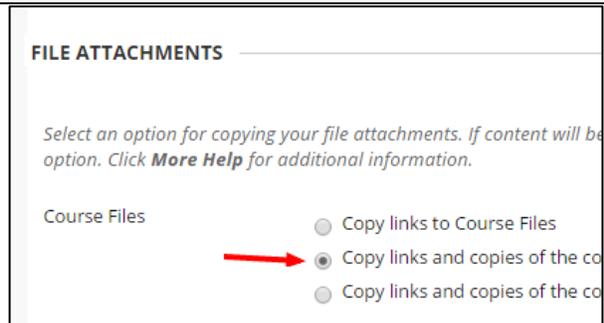
* Destination Course ID: TRCC_Barfield_Demo_002

Select Course Materials

Content Areas

- Syllabus
- Course Content
- Readings

9. Leave the File Attachments and Enrollments as they are. Then, click Submit.

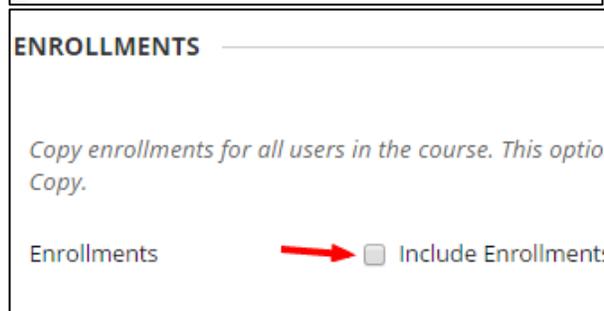


FILE ATTACHMENTS

Select an option for copying your file attachments. If content will be copied, click **More Help** for additional information.

Course Files

- Copy links to Course Files
- Copy links and copies of the course content
- Copy links and copies of the course content



ENROLLMENTS

Copy enrollments for all users in the course. This option is recommended.

Enrollments Include Enrollments

10. You should see the pink Success bar at the top of the screen and receive an email to let you know that is completed. This may take some time



Success: This action has been queued. An email will be sent

Copy Your Previous Course to a New Semester

(10 - 15 minutes) if your course
contains a great deal of content.
