

# Copying a previous course

## Q: How do I copy a previous course into my current course to reuse portions of it?

### Know before you start

- All new course shells are empty when created. You can copy materials from another course offering by following these instructions.
- Copying a course will only copy over course materials and structure, **no student information or submissions will be carried over**.
- You must have the Instructor, Support Staff, or Course Copy Access role on both the original course and your destination to copy a course.

If access to a course is needed, you will have to contact the original instructor of the course to add you.

If the original instructor is not available, the Dean or Department Head of the academic department head must contact Academic Technology Support in writing at [tlsupport@rit.edu](mailto:tlsupport@rit.edu) for us to grant you access. They must indicate the full course number of the course including section and include the academic term the course was offered.

This requirement is due to the Federal Family Educational Rights and Privacy Act (FERPA) regulations and the varying intellectual property policies across departments.

#### Important Notes

Please take a moment to read these important notes to save yourself from time consuming mistakes.

There is no one click way to reset a course to being empty. If you make a mistake and copy the wrong materials or make duplicates you will have to go through the course and manually delete items.

- You start the process in the destination course, the course you wish to copy in to. This will be your new course in the current semester.
- Make sure you are in the correct course you wish to copy in to.
- Confirm that you have selected the correct course and term to copy from before you make the copy.
- If you repeat the copy process in a course you will create *duplicate* entries in the course, except for course files.
- Course files with the same file name will be *overwritten* with the materials you are copying in. The files that were replaced will be lost and are not recoverable.

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## 1. Copying Course Components

1. Enter the course you wish to copy materials to, your destination. This is usually your empty course in the new term.
2. Select 'Course Admin' from the navigation bar.

Quizzes Grades Starfish **Course Admin** More ▾

3. On the *Course Administration* page select 'Import/Export/Copy Components' under the 'Site Resources' category.

## Course Administration

Category Name

### Site Setup

- Course Offering Information
- Homepages
- Navigation & Themes
- Widgets

### Site Resources

- Book Management
- Calendar
- Content
- Course Builder
- Course Design Accelerator
- External Learning Tools
- Frequently Asked Questions
- Glossary
- Import / Export / Copy Components**
- Links
- Instructional Design Wizard
- Learning Activity Library
- Manage Dates
- Manage Files

Selecting *Name* as the sort order at the top instead of the default *Category* sort at the top of the page will provide an alphabetical listing which may make items easier to find.

4. On the *Import/Export/Copy Components* page when asked *What would you like to do?* select 'Copy Components from another course or shell.'

### Import/Export/Copy Components

**What would you like to do?**

Copy Components from another course or shell

Protected Resources:  
 Include protected resources

Course to Copy:

Parent Template of Current Offering

Protected Resources:  
 Include protected resources

Export Components

Course Files:  Include course files in the export package

Import Components

Select a component source:

from Learning Object Repository

from a File

No file selected.

- Click Search for Offering.

Content Calendar Classlist Groups Dropbox Discussions

## Import/Export/Copy Components

### What would you like to do?

Copy Components from another course or shell

**Protected Resources:**

Include protected resources

**Course to Copy:**


**Search for offering**

Parent Template of Current Offering

**Protected Resources:**


- On the *Select Course Offering* page click the magnifying glass icon to list all of the courses you have access to. You can enter the course code in the search bar to narrow down the results further.

### Select Course Offering

Search For:   [Show Search Options](#)

You must perform a search.

You can narrow down your choices by typing the academic term code or part of a course number into the *Search* field at the top of the listing and clicking the 'Search' button.

Search For:  

In this example I would searching for all of my **BIOL** courses in **2151**, the Fall Semester of the 2015-2016 Academic Year.

We have an article explaining [RIT Semester Codes](#), to help understand what these codes represent.

- Click the circle next to the course offering you wish to copy from.

<input type="radio"/>	BIOL10101.2151	BIOL.101.01 - General Biology I	BIOL - Biology	2151 Fall Courses
<input checked="" type="radio"/>	BIOL10102.2151	BIOL.101.02 - General Biology I	BIOL - Biology	2151 Fall Courses
<input type="radio"/>	BIOL10104.2151	BIOL.101.04 - General Biology I	BIOL - Biology	2151 Fall Courses

- Click the 'Add Selected' button at the bottom of the page.

- You will return to the *Copy Course Components* page.

Now follow the instructions below for either **Copying All Components** or **Copying Selected Components**.

## 1.1. Copying All Components

If you want to copy everything from the selected course into the current course follow these steps after selecting your course.

1. **Review your selections before you continue to save yourself from time consuming mistakes.**
  1. Are you in the correct course that you wish to copy to?
  2. Did you select the right course and academic term to copy from?
  3. If you are unsure, **stop and go back** to review your choices.

A blue rectangular button with the text "Copy All Components" in white.

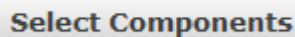
2. Click the Copy All Components button. The course will begin copying immediately.

After it has finished click Copy Another Package to get more content from another course shell, or click Go to Content to view the Content tool of the current course.

You may now click on the course title in the navigation bar to browse your course with the newly copied components.

## 1.2. Copying Selected Components

If you only want to copy some selected materials in to the current course, follow these steps after selecting your course.

A grey rectangular button with the text "Select Components" in blue.

1. Click the Select Components button.
2. Click the check-boxes to select the components you wish to copy.

### Choose Components to Copy

> [Show the current course components](#)

Select All Components

**Content** (54 item(s))

Copy all items

Select individual items to copy

**Content Display Settings**

Copy all items

**Course Files** (43 item(s))

Copy all items

Select individual items to copy

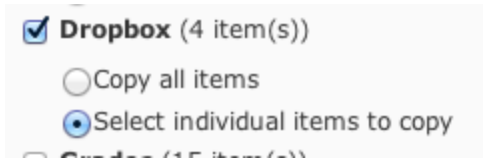
**Discussions** (50 item(s))

#### Include Course Files

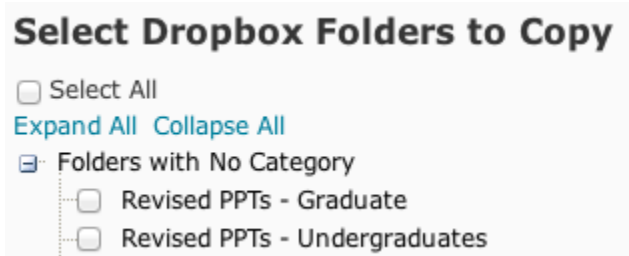
If you did not use 'Select All Components' and checked off individual components, please keep in mind you must also select *Course Files* in almost every case.

- **If you select Content, you *must* also select Course Files.**
- The Course Files component may also be required for other components if they used embedded images or attachments, including but not limited to quiz questions or discussions.
- Failure to copy Course Files will result in broken links and error messages that files cannot be found.

1. If you only want to copy some items from a tool and not all items, click Select Individual Items to Copy under that component's heading.



3. Click Continue at the bottom of the list.
  1. If you used the option to Select individual items to copy, you will now step through each tool you selected. You may need to use the Expand All link to view the entire list.



2. Check off the individual items you wish to copy.
  3. Click Continue
4. You will be shown a confirmation screen of the work that will take place, **please review your work before you continue**. Click Go Back if you need to make changes, otherwise click Finish to begin the copy.
  1. Are you in the correct course that you wish to copy to?
  2. Did you select the right course and academic term to copy from?
  3. If you are unsure, **stop and go back** to review your choices.

You may now click on the course title in the navigation bar to browse your course with the newly copied components.