Copying a course

Q: How do I copy a course into another course to reuse portions of it?

These steps can be used to copy course materials from one course to another, whether that is from a previous semester into the course of the current or future semester or just copying from one course to another in the same semester to save work.

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 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.

- You start the process in the destination course, the course you wish to copy into.
- Make sure you are in the correct course you wish to copy into.
- 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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You can choose to copy the entire course or copy selected components you can pick and choose.

The first steps are the same for both choices. Start with part 1, then below it branches to 1.1 to copy the entire course or jump ahead to 1.2 to copy selected components.

1. Copying Course Components

1. Go to the course you wish to copy materials in to, your destination. For a new semester this will be your empty course in the new term.

   The most common mistake is starting in the course you are trying to copy from.

2. Select ‘Course Admin’ from the navigation bar.
3. On the *Course Administration* page select 'Import/Export/Copy Components' under the 'Site Resources' category.

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

6. 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.

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

8. Click the ‘Add Selected’ button at the bottom of the page.

9. You will return to the Copy Course Components page.

Now follow the instructions below for either 1.1 Copying All Components or 1.2 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.**
   a. Are you in the correct course that you wish to copy to?
   b. Did you select the right course and academic term to copy from?
   c. If you are unsure, **stop and go back** to review your choices.

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 into the current course, follow these steps after selecting your course.

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.

#### a. 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.

a. 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.
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.
   a. Are you in the correct course that you wish to copy to?
   b. Did you select the right course and academic term to copy from?
   c. 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.