Course Copy

**Copy Course Materials into an Existing Course:** Copying course materials into an existing course will add content to a course, but it won’t remove existing content. You can only copy materials into a course if you have the role of instructor, teaching assistant (TA), or course builder.

1. Access the course you want to copy from.

2. On the Control Panel, expand the Course Copy Tools section and select Course Copy.

3. Under Select Copy Type - Copy Course Materials into an Existing Course should appear as the default.

4. In the Destination Course ID box, select Browse.

5. Search and select the course you want to copy your course materials into (destination course), by selecting the radio button to the left it.

6. Click on Submit. This will populate the Destination Course ID box with your destination course.
7. Under the **Select Course Materials** section, you **Select All** and select the specific sections of the course you want to copy forward.

<table>
<thead>
<tr>
<th>Select Course Materials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Select All</strong></td>
</tr>
</tbody>
</table>

- **Content Areas**
  - Syllabus
  - Learning Units
  - Hofstra External Links

- **Adaptive Release Rules for Content**
  
  *User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.*

- **Announcements**
- **Attendance**
- **Blogs**
- **Calendar**
- **Contacts**
- **Content Alignments**
- **Discussion Board**
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts
- **Glossary**

8. In the **File Attachments** section, select the option to copy links to:
   - **Copy Links to Course Files**: No copies of linked files are included in the copy. The copied course will have the same set of links. Those links will point back to the original location of the link defined in the origin course.
   - **Default Option: Copy links and copies of the content**: Make copies of linked files, but only those files that are linked. Files within the course’s home folder that aren’t linked to any content within the course aren’t included in the copy.
   - **Copy links and copies of the content (include entire course home folder)**: Make copies of all files in the course’s home folder regardless of whether those files are linked to course content.

9. In the **Enrollments** section, **do not select Include Enrollments in the Copy**. This will copy your previous course student’s into your new course.

10. Click **Submit**. You will receive a message indicating the action has been started. You can visit the destination course to verify the contents have been copied over. This action may take a few minutes to half-an-hour.