Instructors have the option of copying material from a course shell into any other shell. This process can be done to transfer from one semester to the next and/or to duplicate an existing course when you wish to reuse course materials.

1) Go to the course where you want to copy materials from.
2) Click to the “Packages and Utilities” control panel.
3) Click “Course Copy”.

4) When the new window appears, click the “Browse” button
5) A new window will appear showing all of the courses you are associated with. Place a checkmark in the radio button next to the course where you want to copy the materials to and click “submit” on the lower left hand side of the pop-up window.

6) Under “Select Course Materials”, either click the “Select All” button at the top of the window or pick and choose what content to copy over. Choosing “Select all” will give you a mirror duplicate of the existing course.
7) If you used discussions in your previous course and have student postings, you will need to change the setting for discussion forums and select the second radio button “Include only the forums…” If you do not make this change, the student posts from the previous class will appear.

- Discussion Board
  - Include starter posts for each thread in each forum (anonymized)
  - Include only the forums, with no starter posts

8) Otherwise, leave all other settings as is and click “submit” at the bottom of the window.
9) The process may take a few minutes depending on the amount of content you have in your course.