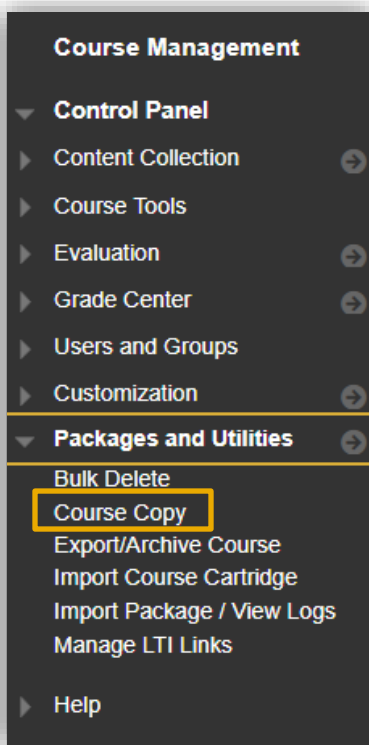


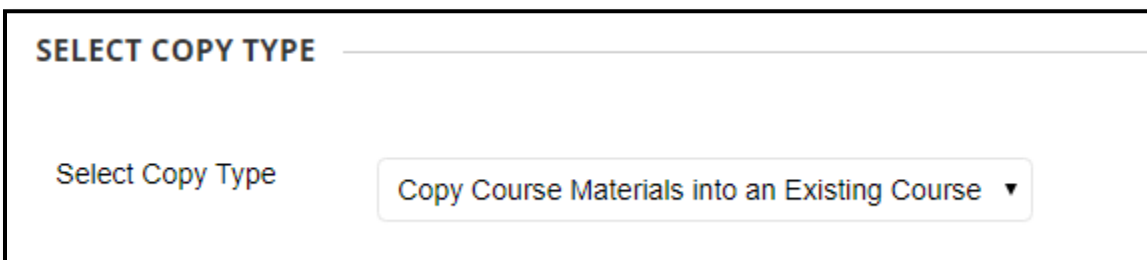
Instructors and course builders can copy content to any course in which they are enrolled. Please follow the instructions below to copy content from one course to another.

**Note:** If copying **from** a cross-listed course, the instructor must copy from the Primary section. If copying **to** a cross-listed course, the instructor must copy to the Primary section as well. (Primary Section Name Example: 201808-ART-213-001\_ART-214-001\_ART-313-001)

1. Login to [eCampus](#) and navigate to the course that contains the desired content.
2. Scroll down to the **Control Panel**, and click **Package and Utilities**, then click **Course Copy**.



3. On the **Course Copy** screen, the **Select Copy Type** has already been selected and does not need to be changed.



4. Scroll down to the **Select Copy Options**, and click **Browse** to open a list of available courses to copy content into.

### SELECT COPY OPTIONS

\* Destination Course ID

5. From the **Courses** selection screen, select the desired destination **course** to copy content into. *(The Course ID will contain the course’s 5 digit CRN after the word “star”. Development shells will have “DEV.” at the beginning of the course ID. Cross-listed courses will start with “starXLS” and are followed by the two letter cross-list code, e.g. “starXLSAB”).*

### Courses

Search by:  Course ID  Instructor  Name/Description

Created in Last:  All Courses  Month  Day

COURSE ID	COURSE NAME	CREATED
<input type="radio"/> star10000.201801	Test Course 1	Sep 4, 2018
<input type="radio"/> star20000.201805	Test Course 2	Sep 4, 2018
<input checked="" type="radio"/> star30000.201808	Test Course 3	Sep 4, 2018

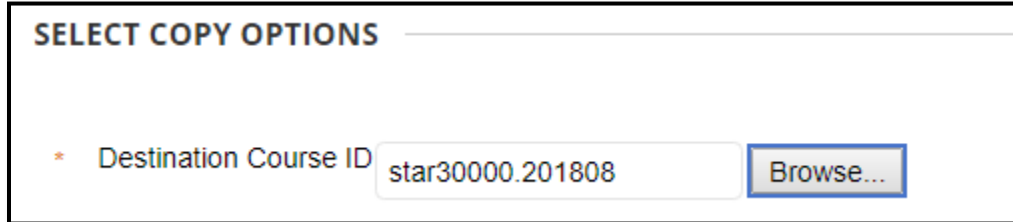
6. Scroll down on the same page and click **Submit**.



Click **Submit** to proceed.

Cancel **Submit**

7. The Destination Course ID will now contain the desired course.



**SELECT COPY OPTIONS**

\* Destination Course ID

8. Scroll down to **Select Course Materials**. Users may choose specific elements to copy or simply click **Select All**. To avoid errors and missing content, we recommend using the **Select All** option.

Select All
Unselect All

- Content Areas
  - Course Home
  - Course Content
  - Assignments
  - Turnitin
  
- 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
- 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
- Grade Center Columns and Settings
- Group Settings
- Journals
- Retention Center Rules
- Rubrics
- Settings
  - Banner Image
  - Language Pack
  - Navigation Settings

9. Scroll down to **File Attachments** area, and check to make sure the **“Copy links and copies of the content (include entire course home folder)”** is selected. *(Not selecting this option will cause un-linked files in the Content Collection to not be copied over.)*
10. Click the **Submit** button at the bottom of the page to start the copy process.

*Click **Submit** to proceed.*

Cancel **Submit**

11. The banner below will appear at the top of the screen indicating that course copy process has started and an email will be sent to the instructor or builder once completed.

**Success: Course copy action queued. An email will be sent when the process is complete.**