

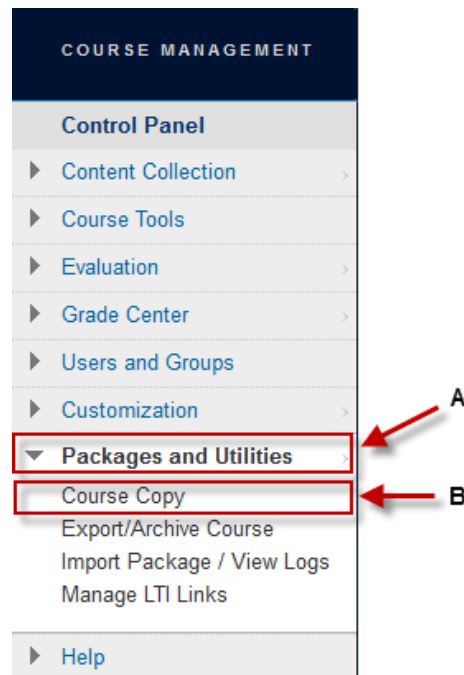
Instructors and course builders have the ability to copy content to any course in which they are enrolled. Please follow the instructions below to copy content between courses.

Source Course: This is the course that contains the content to be copied.

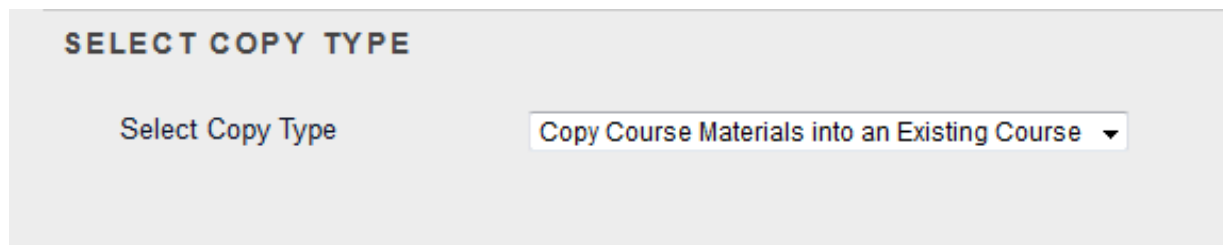
Destination Course: This is the course where content is copied into.

Note: If copying **from** a cross-listed course, the instructor/course builder must copy from the Primary section. If copying **to** a cross-listed course, the instructor/course builder must copy to the Primary section as well. (Primary Section Name Example: 201505-ART-213-001_ART-214-001_ART-313-001)

1. Login to [eCampus](#) and navigate to the source **course** which contains the 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 destination 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	Instructor Username	Instructor Name
<input type="radio"/> star10000.201501	Test Course 1	Jun 17, 2013	test.instructor	Instructor, Test
<input checked="" type="radio"/> star50000.201505	Test Course 2	Jun 17, 2013	test.instructor	Instructor, Test
<input type="radio"/> star80000.201508	Test Course 3	Jun 17, 2013	test.instructor	Instructor, Test

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

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

* 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 Course Materials

Select All Unselect All

- Content Areas
 - Course Home
 - Course Information
 - Course Content
 - Campus Resources
 - How to Use this Template
- 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
- Tasks
- Tests, Surveys, and Pools
- Wikis

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. If the course being copied contains a Course Cartridge, make sure to scroll down and check the Course Cartridge Materials **checkbox**. *(This option is only visible if the course contains an existing Course Cartridge.)*

COURSE CARTRIDGE MATERIALS

Copy Course Cartridge materials. This option does not copy student Cartridge access codes. Students will need to enter access codes to view the Cartridge materials. Student Cartridge access codes are only copied with Exact Copy.

Course Cartridge
Materials



11. Click the **Submit** button at the bottom of the page to start the copy process.



12. The banner below will appear at the top of the screen indicating that the 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.