Copying Components in Learn@-UWSuperior V10.6

Use these instructions when you have developed one course in Learn@UW-Superior and wish to copy part or all of the course into another Learn@UW-Superior course. This procedure is often used by instructors teaching two sections of the same course or by instructors teaching the same course in a subsequent semester.

In general, components that you copy using this procedure are added to your existing course components, and do not replace them—with the exception of course files with the same name.

Copying Content
To copy content from one course to another, you need to copy "course files" and "content" and "content display settings" as in the sample image below. Course files refer to the copies of your course files that are stored on the Learn@UW-Superior server and are accessed through Manage Files. If you are copying course files, files with the same names will be replaced. Use caution when copying files with common names such as “Syllabus.doc” or “Course_Information.htm” because they may overwrite any existing files with those same names. If you copied content into an existing course, you may need to delete redundant content after it’s been copied. Content refers to what displays to students and instructors on the Table of Contents screen. Note: With version 10.6 comes a new option, Include associated files, for Content, Discussions, and Dropbox. By selecting this option, any file linked to a Topic or Folder will be copied into the new course but any files not linked will not be copied. For those files, you will still need to select Course Files.

Copying Grades
If you are copying grades, check the Grades and Grades Settings boxes. All grade categories and grade items will be copied except for calculated type items. No student data is copied.

Basic Instructions

1. Enter the course you want to copy course components into.

2. Click on Edit Course on the right side of the Course Home Navigation Bar.

3. Click on Import/Export/Copy Components
4. In the **Copy Components from Another Org Unit** option, click on the **Search for offering** button.

**Note:** If you see the View History link below the Search for Offering button, you may want to check to make sure you or someone with editing rights hasn’t already copied the materials into this offering.

5. The Select Course Offering window will open, you will need to:

   A. Type the name of the past course you would like to copy course components **from**.
   B. Click the Search (magnifying glass) button.
   C. Select the radio button next to the course.
   D. Click the Add Selected button.

6. The course you selected will appear in the **Copy Components from Another Org Unit** area (A). There are two options near the bottom of the screen – Copy All Components (B) and Select Components (C). In most cases you will want to copy everything and edit/delete the components you don’t need after the copying process. This option keeps all of the settings and connections intact.

7. If you click the **Copy All Components** button (B), you will be immediately taken to the Copy Course Components History screen and the copying process will begin.

8. If you click the **Select Components** button (C), you will be able to select which tools you would like to copy materials from. For example if you only wanted Content, Dropbox, and Grades, this would be the button to select.
9. On the Choose Components to Copy screen, you will be able to:
   A. Select all components – this will select everything in the past offering and copy it forward.
   B. Select individual tools to copy. If Content, Discussions, or Dropbox are selected, you can use the Include associated files option.
   Note: You can also select individual items to copy from any of the tools. You will need to know the name of the item before you begin this process.
   C. Select Course Files if you have files in the Manage Files area that are not associated with a topic in Content.
   D. Click the Continue button to move onto the next step.

10. On the Confirm Components to Copy screen, you will be able to use the Modify link if you need to make changes to what you have selected to copy.

11. Click the Finish button.

12. On the right side of the Copy Course Components History screen, you will see your request being processed.

13. If it was successful, a green check will appear letting you know it was completed. Click View Content button (B) to see the materials copied into the Content area.

14. You can use the Copy Another Package button (A) if you would like to copy components from another course.
You can also access the Copy Components screen from the Content area using the Import Course dropdown menu and selecting Copy Existing Course. **Note:** If you have already started adding materials in the Content area before using Copying Components, you will want to be sure that you are not copying files with the same name because it might overwrite your files. For example if you created an updated Syllabus in the new course before using Copy Components, this version of the file might be overwritten if you copy the past course after you made it.