

How to Use the Copy Course Wizard to Copy Content from One Course to Another

Using the **Copy Course Wizard** in ANGEL allows you to copy all course content from one course to another. This includes all items in Lessons, Calendar, Announcements, the Course Syllabus, and the Gradebook. Student data, including the Course Roster, Discussion Postings, Quizzes and Drop Box Submissions, Grades, and Mail are NOT copied during this procedure. The procedure can also be used to copy content from a LOR or Master Course. You need to have Course Editor rights for both the course that is being copied from and the course into which the content is being copied.



This procedure is used when you need to copy everything from one course, LOR, or Master Course to another – excluding student data. It is an “all or nothing” process. If you only need to copy certain content items from one course to another, use the “Import from Course or Group” or “Import from Learning Object Repository” options in Lessons.



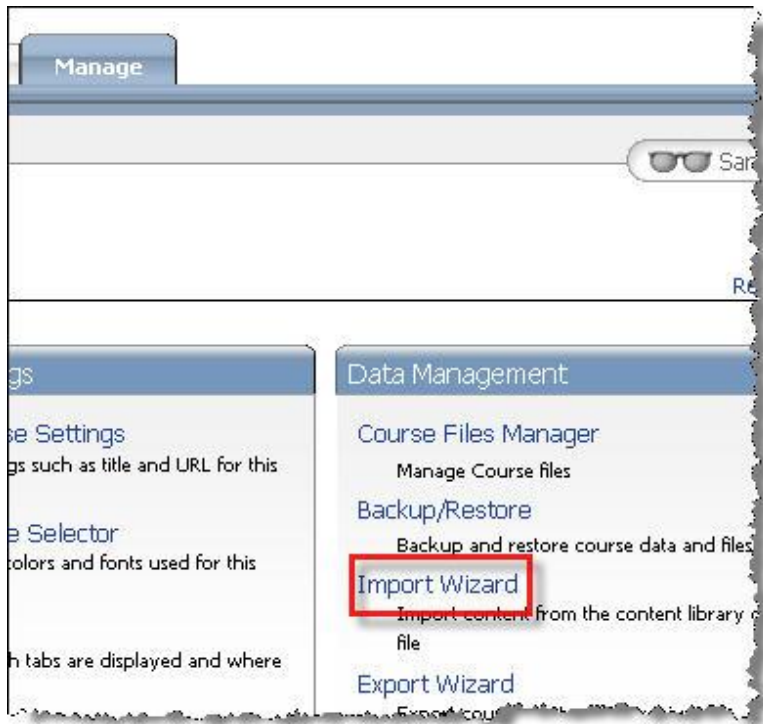
The Copy Course procedure is useful when teaching more than one section of the same course. Develop one section as completely as possible, and then copy it to the other section(s). This procedure can also be used to copy a course from one semester to the next.

1. Open the Course that is to receive the copied content. This is usually an empty course shell.



*Ensure that you are in the **CORRECT** course. Accidentally copying your **EMPTY** course over the course that you wanted to copy **FROM** could erase everything in that course, leaving you with two empty courses!*

2. Go to the **Manage** tab and click **Import Wizard** in the **Data Management** section.



3. Click **Copy Course**.



4. From the drop-down list on the following screen, **choose** the course that you want to copy the content FROM.



You must have Course Editor rights in the course that you are copying

FROM, or you will not see the course listed.

Course Copy
Directions: Select a course or group from below to initialize the
Source Course/Group
select a course/group
select a course/group
Course: DMO 101 Course 1
Course: ENC 1101 English Comp Section 2
Source: ENC 1101 English Comp Section 2

5. **Uncheck** any of the options that do not apply, and then click **Import**.

Course Copy
Directions: Select a course or group from below to initialize the
Source Course/Group
select a course/group
 Migrate Quizzes to Assessments ,Only use this the first you migrate to Angel 7.3.
Details
 backup course before import ,do not check this off. Follow the separate procedure.
 replace all existing content , Check only if you want to wipe out old content.
Import Cancel
Exit Import Wizard

Only use this the first you migrate to Angel 7.3.
do not check this off. Follow the separate procedure.
Check only if you want to wipe out old content.



If this is an empty course, you would not need to check the “backup course before import” option or the “replace all existing content” option, since they would not apply.

The “Migrate Quizzes to Assessments” option might be preferable if the course being copied from used the Quiz format and you want to change to the newer and more feature-rich Assessments format.

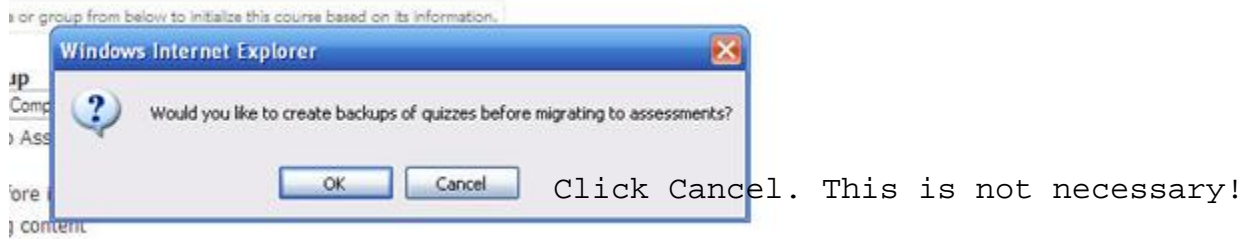


*If you choose to “replace all existing content,” it means that any content already added to the course will be overwritten. Leave it **unchecked** to preserve that content, if any.*

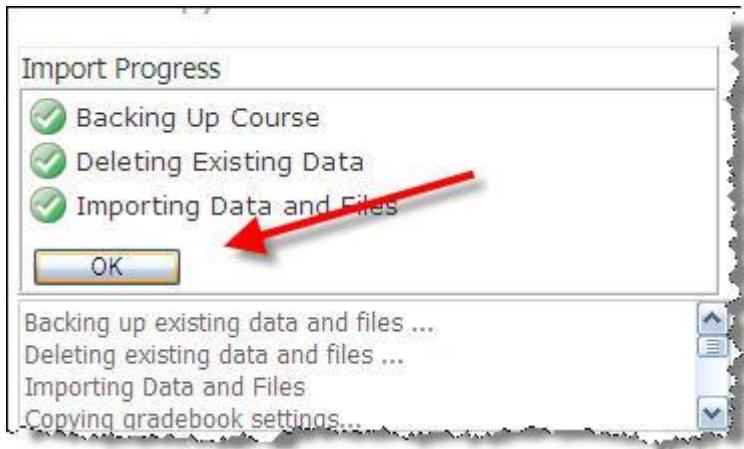
6. If you chose the **Migrate Quizzes to Assessments** option, you will see a pop-up window asking if you want to backup any Quizzes before migrating them to Assessments. FIT Faculty-Click "Cancel", do not backup assessments!

If you have previously migrated an older course to Angel 7.3 do not migrate quizzes to assessments it is already done.

 *Creating a backup BEFORE changing formats is generally a very good idea!*



7. The screen that follows will show the progress of the Copy Course process. The time this takes could vary according to the amount of content being copied. Click **OK** when it has finished.



8. In this example, you can see that the course content has now been copied to the **Course Announcements** and **Calendar** sections.

