



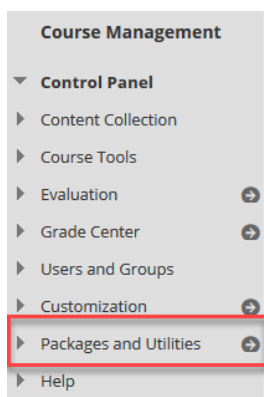
THE BEST WAY TO COPY COURSE CONTENT

Why do it?

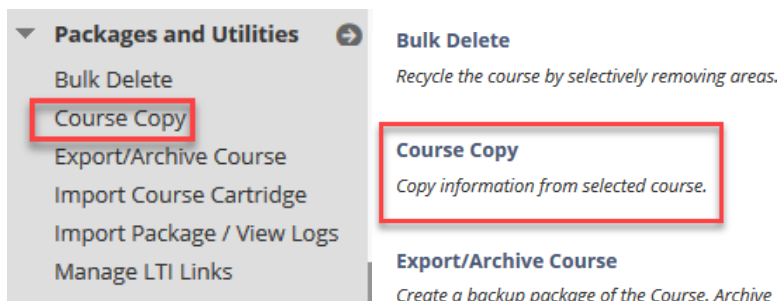
The course roll-over process is no longer be available as of Oct. 2022. As a best practice, create your site (CRN or Sandbox) using the New Course Site Template as your source so you will start with an ADA accessible site and a consistent way for students to navigate their courses across Tri-C.

How to do it

1. Use the Course Site Request tool to create your new site from the New Course Template. Once your course has been created, go to the original source site to copy the content (the site that has the existing content you wish to copy).
2. Choose the Packages and Utilities option from the Control Panel.



3. Choose Course Copy from either the Control Panel or Content Frame.



4. In the Select Copy type, be sure it is set to Copy Course Materials into an Existing course.
5. Choose the Destination Course site ID by clicking on Browse. Remember you might have more than one page of course ID's presented. Either page through them, click on Show All at the bottom of the first page, or perform a search for your site. You can use the Create in Last Day or Month to limit the number of courses shown.
6. Click Submit when the course has been located.
7. Choose the source site content components you want copied into your new site. (i.e. Course Content, Weeks, Lessons)
8. Choose the source site tool components you want copied into your new site. (i.e. Announcements, Discussion Boards) Please note: if Discussion Boards is chosen, choose the second option to include only the forums, with no starter posts to avoid FERPA violations that occur when old student posts are copied.

9. Choose the source site assessment components you want copied into your new site. You must Make these selections for both tests and assignments:
 - a. select the content area where the assessment is posted
 - b. select Grade Center Columns and Settings
 - c. select Tests, Surveys and Pools.

Select Copy Type Copy Course Materials into an Existing Course ▾

SELECT COPY OPTIONS

* Destination Course ID SBX_S00035320_NEWSAND Browse...

Select Course Materials

Select All Unselect All

- Content Areas
- Start Here
- Lessons

- 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
- Tasks
- Tests, Surveys, and Pools
- Wikis

10. Keep the default setting in the File Attachments and Enrollments areas.

11. Click Submit. You will receive an email when the copy process is complete.

Next, you'll need to go into the new course site and complete housekeeping items. If you'd copied the Announcements and/or Discussion Boards, you may need to create a new tool link on the navigation menu. Delete the old one for the Announcements and Discussion Boards to populate. You can rename your content areas Course Content, so it matches the mobile app navigation and move up the content area because when you copied the content area it will come in at the bottom of your navigation menu.

You'll also need to upload your syllabus and office hour information; adjust the due dates and availability of your assignments, discussion boards and tests; check all links; and relink your course to any publishers, as you normally do. Please stay in contact with your publisher reps for information about updates and features to your publisher content.

If you have questions about this topic, email olat@tri-c.edu.