

Copying course components between Courses

The Copy Components utility lets you copy quizzes, content, grade items, discussion forums, dropbox folders and nearly every other type of component from another course offering or a course offering's parent template. Copying components saves you from having to recreate your course's resources from scratch and can significantly reduce the amount of work required to create or re-offer a course.

You can use the copy components feature to:

- Reuse components created in a previous course offering.
- Add components created by your peers into your own course offering.
- Set up standard components inside a course template and copy them into a new course offering each time a course is re-offered.

To copy components between course offerings, you must be enrolled in both offerings. (If you want to copy components from a peer's course offering, ask that user to enroll you). You can also copy components into a course template, and you can create standard components within a template and then copy them into the template's associated course offerings.

Overwriting and duplicating content

The only component that might be overwritten is Course Files. A course file is overwritten if one of the files being copied has the same name as an existing file.

No other components are overwritten. Let's say you have three checklists in your current course offering, and copy two checklists from another offering, you will now have a total of five checklists in the current offering. This is true even if the components are identical. If you are copying components from the same source multiple times, be careful not to copy the same items more than once or you will create duplicates.

User data and importing course components

User data is not copied. For example, if you copy the discussions component, only the forums and topics are copied, not the messages posted to topics. Similarly, if you copy dropboxes, assignments submitted to dropbox folders are not be copied; if you copy quizzes, user attempts are not be copied, etc.

Links and associations between components

If you are copying linked or associated components, you must copy all of the related components at the same time. For example, if a discussion topic has release conditions based on the results of a quiz, you must copy all three components: discussions, quizzes and release conditions at the same time. Similarly, if you have a quiz that is associated with a grade item, be sure to copy both the quiz and the grade item at the same time. As long as the associated components are copied together, links between them are retained.



Note: To copy release conditions you must select the Release Conditions component.

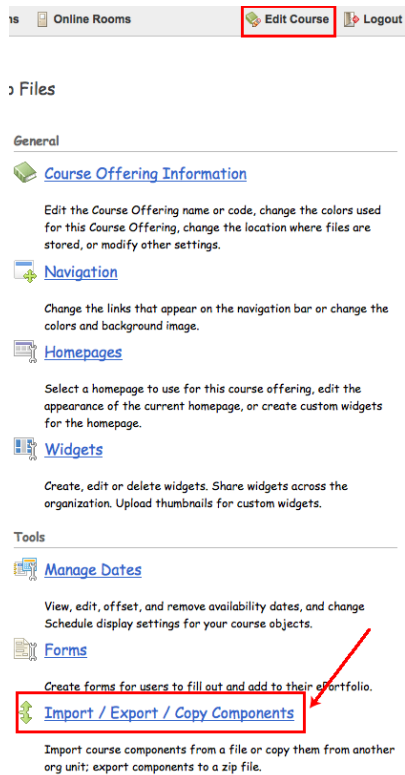
Special considerations when copying course components

Component	Notes
Competencies	Only competencies and learning objectives can be copied, not activities.

Content	Does not include Files or Content Display Settings; these must be selected as separate components. Be sure to copy all of the files used by the content topic or the topic will not
Checklists	Due dates for checklist items are not changed when you copy them.
Grades	Calculated grade items are not copied.
Groups and Sections	Auto-enrollments are not run in the new course. You must enroll users yourself.
Navigation Bars	Tool Display Names must also be copied if you have modified the names of tools.
Release Conditions	The only release conditions that are copied are ones that are attached to and reference other components that are copied at the same time. For instance, if a quiz has a release condition attached that refers to a content topic, it is only copied if both the quiz and the content topic are copied at the same time. Choosing Release Conditions without selecting

Copy components


1. Go to the **Import/Export/Copy** (under **Edit Course**) page for the course offering you want to copy components into, by doing one of the following: Click the  **Edit Course** link on your course navigation bar, then click  **Import/Export/Copy Components**.




is [Online Rooms](#) [Edit Course](#) [Logout](#)

› Files


General

 [Course Offering Information](#)


Edit the Course Offering name or code, change the colors used for this Course Offering, change the location where files are stored, or modify other settings.

 [Navigation](#)

Change the links that appear on the navigation bar or change the colors and background image.


 [Homepages](#)

Select a homepage to use for this course offering, edit the appearance of the current homepage, or create custom widgets for the homepage.


 [Widgets](#)

Create, edit or delete widgets. Share widgets across the organization. Upload thumbnails for custom widgets.


Tools

 [Manage Dates](#)

View, edit, offset, and remove availability dates, and change Schedule display settings for your course objects.

 [Forms](#)

Create forms for users to fill out and add to their portfolio.

 [Import / Export / Copy Components](#)

Import course components from a file or copy them from another org unit; export components to a zip file.

- If you have added the **Course Administration** widget to your course homepage, click **Import/Export/Copy Component**.
2. Make sure **Copy Components from Another Org Unit** is selected, and then click **Next**.

Import/Export/Copy Components

What would you like to do?

Copy Components from Another Org Unit
Protected Resources: Include protected resources

Export Components
Course Files: Include course files in the export package ?

Import Components

3. In the Current Course Components section at the top, click the Show the current course components link in order to click the View Details icon next to a component to see existing items.
4. In the Copy the selected course components from section, select the Course you want to copy components from.
 - Choose **Existing Offering** to copy components from another course offering you are enrolled in. You can select an offering from the list or click Search for offering to find the course offering using a pop-up search window.
 - Note: Semesters are identified by a four-digit number, e.g., 2112 (Spring 2011). Numbers ending in 1 are winter courses, those ending in 2 are spring courses, those ending with 3 are summer courses, and those ending in 4 indicate fall courses. The first three digits refer to the calendar year, e.g., 209x = 2009, 210x = 2010, 211x = 2011. Examples: **2101**=winter 2010, **2102**=spring 2010, **2103**=summer 2010, **2104**=fall 2010; **2111**=winter 2011, **2112**=spring 2011, **2113**=summer 2011, and **2114**=fall 2011.
5. When you have selected the source course offering, the bottom section of the page expands to list the components available. **Select the components you want to copy using the check box next to each component.**
6. To copy only certain items from a component, choose **Select** individual items to copy. This allows you to select, individual quizzes, discussion forums, dropbox folders, etc.
7. When you are finished selecting components, click **Next**.
 - If you chose "Select individual items to copy" for any component in the previous step, the Select Items page appears. Otherwise, the Confirm Components to Copy page appears. This page lists all of the items and any sub-items contained in the current component. (For example, on the Select Dropbox Items page, you will see all of the dropbox folders and categories.)
 - Select the individual items and sub-items you want to copy and click **Next**.
 - To view sub-items, click the + icon next to an item or click **Expand All** at the top of the list.
 - Note: Not all components have sub-items.

Copy Course Components

Current Course Components

[Show the current course components](#)

Copy the selected course components from

Existing Offering

Screenshot Help Files(DEV_SCREENSHOTHELPPFILES)

[Search for offering](#)

Choose Components to Copy

Select All Components

Content (4 item(s))

Copy all items

Select individual items to copy

Content Display Settings

Copy all items

Course Files (4 item(s))

Copy all items

Select individual items to copy

Dropbox (1 item(s))

Copy all items

Select individual items to copy

Grades Settings

Copy all items

Homepages (1 item(s))

Copy all items

Select individual items to copy

News (1 item(s))

Copy all items

Select individual items to copy

Release Conditions

Copy all items

Widgets (1 item(s))

Copy all items

Select individual items to copy

Next

- Repeat the previous step for any other components for which you chose “Select individual items to copy.” The **Confirm Components to Copy** page appears. This page lists all the components that are copied and the number of items selected for each component.
 - You can change the items selected within a component by clicking **Modify**. This takes you to the **Select Items** page for that component. Click **Next** to begin copying.

Select Course Material

Confirm Components to Copy

Content

Copy all items. [Modify](#)

Back

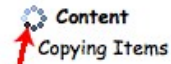
Next

8. The **Copy Summary** page is displayed, showing the copy progress.

Copy Course Components

Copy Summary

From: Screenshot Help Files (DEV_SCREENSHOTHELPFILES)
To: Sandbox - Stephanie (Sandbox18)



In Progress icon



- 9. When a component has been successfully copied, a green check mark appears beside it. If any component fails to copy properly, a red X will appear beside it.
- 10. When the process is finished, click **Done**.

Copy Course Components

Copy Summary



items were successfully copied.

From: Screenshot Help Files (DEV_SCREENSHOTHELPFILES)
To: Sandbox - Stephanie (Sandbox18)

