

How to Copy a Master Course

Master Courses are fully developed courses that can be copied to a current semester course.

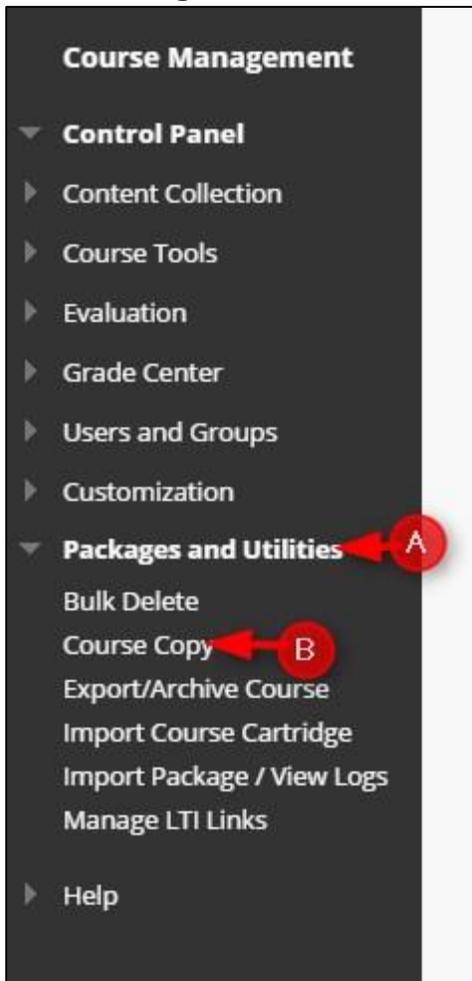
Directions for Copying a Master Course:

1. Go into the Master Course that you want to copy to your current course. **NOTE: You must be on the roster of the Master Course as a Master Course Member in order to copy it. If you are not, contact the course coordinator or your department chair.**

2. Click **Control Panel**



3. Click **Packages and Utilities**, then **Course Copy**



4. The only option will be to **Copy Course Materials into an Existing Course**.

Copy Course

Course copy can make an exact copy of the course. Course copy can also make a copy of some of the materials and create a new course or add the materials to an existing course. You must have manage permission on these files to make copies of them. [More Help](#)

SELECT COPY TYPE

Select Copy Type A

5. Click **Browse...** to find the Destination course you want to copy the master course into.

SELECT COPY OPTIONS

* Destination Course ID A

6. Click the radio button next to the **Course ID** for the **DESTINATION** course and then click **submit**.

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"/> MC_Copy	Master Course Copy	Oct 19, 2016	jaubley0117 instructor01	Aubley, Jessica instructor01, instructor01
<input checked="" type="radio"/> MC_testcopy	Test Copy Master Course	Oct 26, 2016	instructor01	instructor01, instructor01

Displaying 1 to 2 of 2 items

B

7. Click **Select All** and **Submit**

SELECT COPY OPTIONS

* Destination Course ID

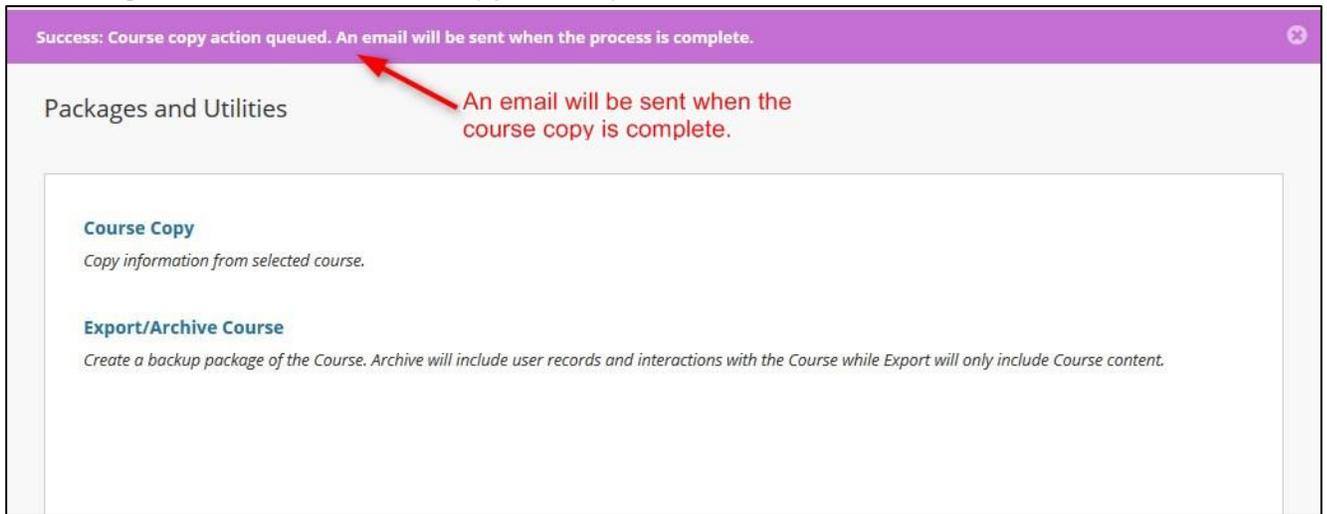
Select Course Materials **A**

- Content Areas
 - Home Page
 - START HERE!
 - Lessons
- 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

Click **Submit** to proceed. Click **Cancel** to go back. **B**

8. You will get an email when the copy is complete.



The screenshot shows a web interface with a purple notification bar at the top. The bar contains the text: "Success: Course copy action queued. An email will be sent when the process is complete." A red arrow points from this text to a red text annotation below it: "An email will be sent when the course copy is complete." Below the notification bar is a section titled "Packages and Utilities". Under this section, there are two options: "Course Copy" with the description "Copy information from selected course." and "Export/Archive Course" with the description "Create a backup package of the Course. Archive will include user records and interactions with the Course while Export will only include Course content."