

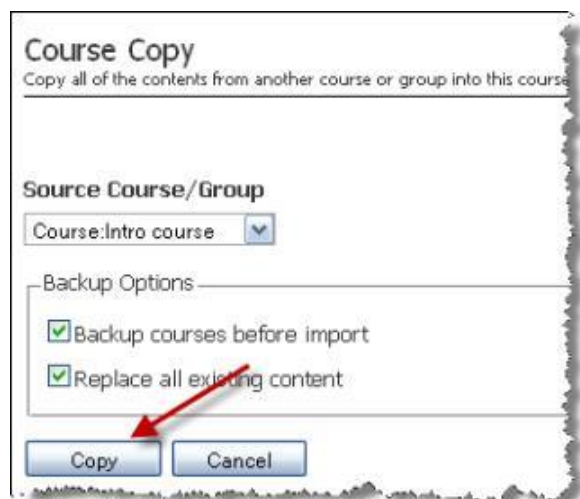
Copying an eLearn Course to a New Course Shell

If you want to copy all the course content into a new course shell for a new semester or school year, you can do a **Copy Course**. You must be the course editor in *both* courses.

1. In the *new* course, go to **Manage > Import Console > Copy Course**.



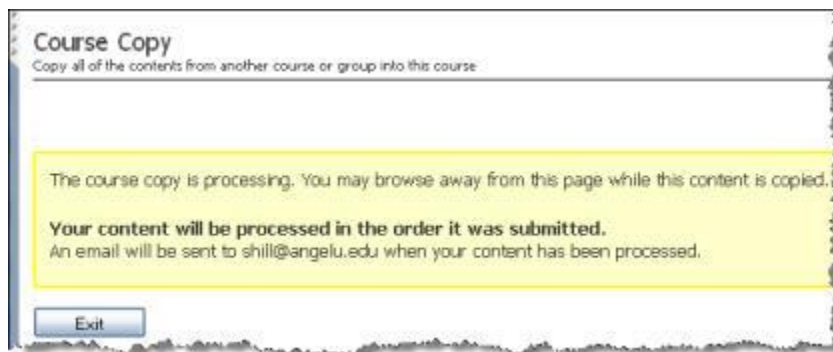
2. On the next screen, choose the course that is to be copied *from* the drop-down menu.



It is a good idea to keep **Backup courses before import** checked. You may not need to check **Replace all existing content** if the course that is being copied over has no content within it.

3. Click **Copy** to finish.

You will see a confirmation screen that tells you that the course is being copied and that you will receive an e-mail to the Internet e-mail address specified for you within ANGEL when the process has completed.



4. Once the **course** has been copied, the **Import History** screen will display a record of the import.

copy Course
Imports the course based on another course or group in which you are an editor

Import History View: 20

File Name	Size	Imported by	Date Imported	Status		
633651815647912687.zip	10.8(4-B)	Hill, Sarda	12/18/2008 7:28 AM	OK (details)	Re-Import	Delete