

## Copy Course

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

To copy a course or group:

1. Log into your ANGEL account and open the course that is to receive the copied content. This is usually an empty course shell.



**CAUTION:** 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 Console** in the Data Management section
3. Click the **Copy Course** hyperlink.
4. Select the course or group you want to copy from the list of available courses and groups listed in the **Source Course/Group** drop-down menu.
5. If you are copying to an empty course uncheck the **backup course before import** checkbox. If you are copying to an existing course and may want to retrieve data and settings after completing the copy keep the backup course before import checkmarked.
6. If you are copying to a course that you had started and you would like to **replace all existing content** keep the replace all existing content checkmarked. Please note that this option will replace all nuggets and nugget content for the course with the settings from the course you are copying over.
7. Click the **Import** button.
8. “The course copy is processing” message appears. Click the Exit button. Your request appears as “Queued” in the list.
9. Click the Refresh link to view the current status of your import. When the course copy is complete, a green checkmark appears in the Status column.

Your course or group has now been copied into the new course or group shell. You may modify this new course at any time without affecting the original course.