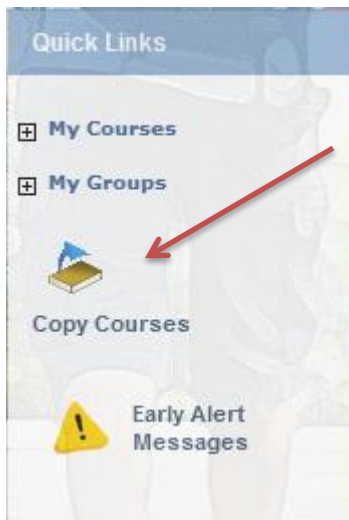


Copy a Course to a New Term



The following instructions walk you through the course copy process. This process moves all course content (pages, layouts, handouts), coursework (assignments and exams), and gradebook information from the current term to the future term. After the course copy process is complete, update your syllabus, calendars, due dates, and any other outdated material in the new term course. If you change the way your grades are calculated, update the gradebook in the new term. Instructions for uploading and publishing your new syllabus along with this reference guide are available on the [Information Services](#) site on MyParker.

1. Log in to MyParker. From the Quick Links menu bar, click on **Copy Courses**. The Copy Course Materials page displays.



2. From the dropdown box, select the term and the course you want copied (Step 1 on the page).

Step 1: Where do you want to copy from?

2011-2012 Spring Trimester ▼

CLS 5301 001 L - DIAGNOSTIC IMAGING I LAB ▼

3. Select the destination course(s) where you want the course to be copied to (Step 2 on the page).

Step 2: Where do you want to copy to?

Select one or more courses (up to a maximum of ten):

CLS 5301 001 L - DIAGNOSTIC IMAGING I LAB (2011-2012 Spring Trimester)
CLS 5301 002 L - DIAGNOSTIC IMAGING I LAB (2011-2012 Spring Trimester)
CLS 5301 003 L - DIAGNOSTIC IMAGING I LAB (2011-2012 Spring Trimester)
CLS 5301 004 L - DIAGNOSTIC IMAGING I LAB (2011-2012 Spring Trimester)
CLS 5301 001 L - DIAGNOSTIC IMAGING I LAB (2011-2012 Summer Trimester)
CLS 5301 002 L - DIAGNOSTIC IMAGING I LAB (2011-2012 Summer Trimester)
CLS 5301 003 L - DIAGNOSTIC IMAGING I LAB (2011-2012 Summer Trimester)
CLS 5301 004 L - DIAGNOSTIC IMAGING I LAB (2011-2012 Summer Trimester)
CLS 5301 005 L - DIAGNOSTIC IMAGING I LAB (2011-2012 Summer Trimester)
CLS 5301 006 L - DIAGNOSTIC IMAGING I LAB (2011-2012 Summer Trimester)

Tip: To copy materials to more than one course, hold down the control (ctrl) key (command key on a Mac) as you click additional courses.

4. Select the course components you want to copy. To copy selected course material, click **the Selected Course Content** option button. Otherwise the default is to copy everything.

Step 3: What do you want to copy?

Everything Selected Course Content

If you choose Selected Course Content, a new section will display. On the Conflicting Page Names box, select **Overwrite** so the system deletes any existing pages in the destination course that may conflict with the copied course. Also, select the elements you want copied to the destination course.

Step 3: What do you want to copy?

Everything Selected Course Content

Collaboration
 Course Information
 Main Page
 Syllabus
 Coursework, Gradebook, and Attendance - This copies all of your Coursework assignments, as well as the configuration and settings of your Gradebook, and your Attendance settings. These items can only be copied if you've chosen the "Overwrite" option above.

Conflicting Page Names
If a page in your target course has the same name as a page you are copying, you can do one of two things:
 Merge - Portlets from the copied page are added to the target page, retaining any existing portlets.
 Overwrite - Deletes the target page and replaces it with the copied page.

5. On the Forums box, select if you copy over all forum posts, only your initial post (e.g. an initial post to the introductions forum), or no forum posts. The default is the selection below.

Forums

If you are copying one or more Forums portlets, there are three options for copying initial posts:

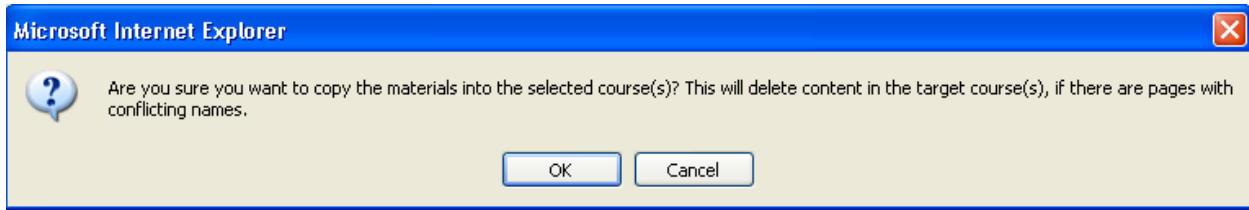
No Posts - Only Categories and Topics are copied, no user-created post content.

Faculty - Any initial post in a thread made by a faculty member is copied.

All - The first post of every thread in the forums is copied.

Maintain existing role permissions for each Category and Topic.

6. Click **Copy**. Warning message will appear. Click **OK**.



Please Wait screen appears – may take a few minutes to copy all content to new course pages.

Please Wait



Your courses are being copied. Please be patient, as this may take a minute or so.

A page displays with a confirmation message and links to the source and destination courses. You also have the option of copying another course or leaving the course copy area.

Course Copying

Your course materials were copied successfully.

You **successfully** copied the course [CLS 5301 001 L - DIAGNOSTIC IMAGING I LAB \(2011-2012 Spring Trimester\)](#) into the following courses:
[CLS 5301 001 L - DIAGNOSTIC IMAGING I LAB \(2011-2012 Summer Trimester\)](#)

[I want to copy more course materials](#) [I'm finished copying course materials for now](#)

7. Review the destination course to confirm that the elements you selected have copied over.

Please note: After the copy course process is complete, update your syllabus, calendars, due dates, and any other outdated material in the destination course. If you plan to change the way your grades are calculated, modify the gradebook in the destination course as well.