Copy Content to your new course

Prior to the start of each term, you'll get a blank course offering for each section (e.g. CRN) that you teach. Your job will be to choose which of your previous courses to copy content from.

For the purpose of the Fall Pilot, you won't have many courses to copy from, but you will see that course we migrated from Blackboard.

**STEP 1: COPY CONTENT TO THE NEW COURSE**

1. Go to Edit Course in your new course offering
2. Click on Import / Export / Copy Components
3. Click on the radio button next to Copy Components from Another Org unit and click Next
4. Choose the course that contains the content you want copied from the Existing Offerings menu.
   1. The name will show the Course Name and Course Offering ID (usually the term.crn like 201004.45345)
   2. Wait for the page to update with the list of course components
   3. Pick the components you want to copy (hint: You want all of them)
   4. click next.
5. You'll see a confirmation list of components to copy. Click Next.
6. Wait for the little green “working” circles to finish and when you see green checks next to each time, click Next.
7. You’re Done with the copying.

**STEP 2: (OPTIONAL) ENABLE CUSTOM HOMEPAGE AND NAVBAR**

1. If you set up a custom home page and/or navbar, you will need to re-enable those in your new course
2. To enable your custom Home Page,
   1. Click on Edit Course
   2. Click on Home Pages
   3. Click the Set button next to your custom homepage
3. To enable your custom Navbar
   1. Click on Edit Course
   2. Click on Navigation
3. Under Active Navbar, click Change
4. Choose your custom navbar and make it active.

STEP 3: UPDATE THE DUE DATES
1. Click on Edit Course
2. click on Manage Dates
3. Use the Tools filter to simplify the view (or not)
4. check the box next to the items you want to update
5. At the top of the table choose either the Edit All or Offset Dates:
   1. Edit Dates on all selected items will apply the same date to all selected items. This is useful for adjusting everything from a single modules at once, or for remove all dates.
   2. Offset Dates will allow you to update all the dates based on the first starting date for the course.

Any problems with these instructions? Contact Andy Freed

PCC Distance Education