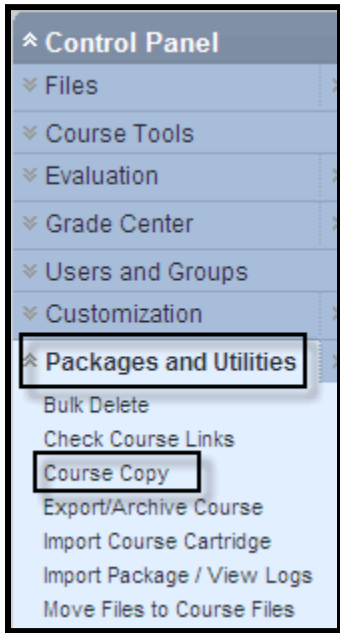
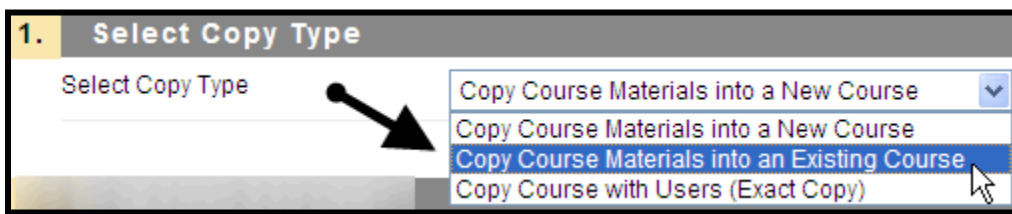


## Copying Your Course From Semester to Semester

1. Locate the course you want to copy **from** (when copying to a Spring course you can copy from either the Fall course or the previous Spring).
2. Go to the Control Panel and locate the **Packages and Utilities**



3. Then select **Course Copy**
4. In the first area of the copy page you will get a drop down menu from which you should select "**Copy Course Materials into an Existing Course**".

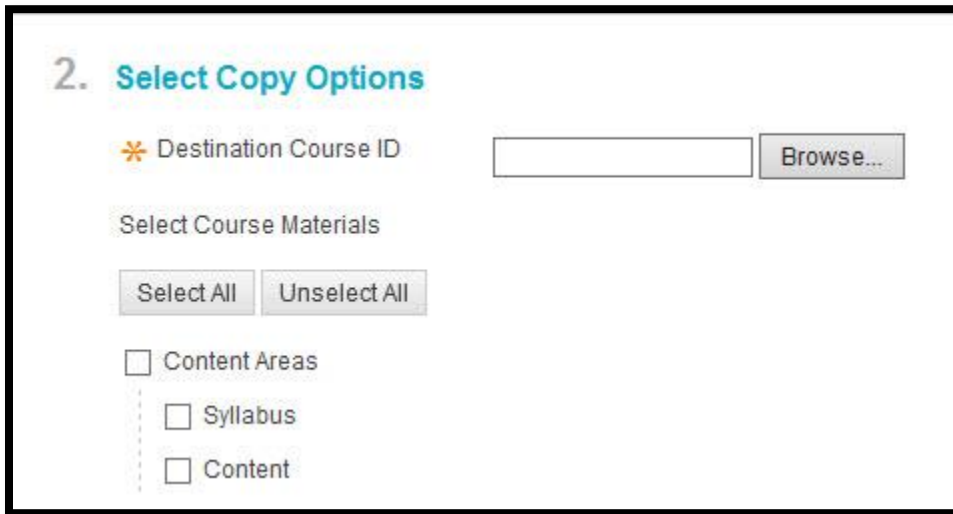


5. In the next area you will need to select the copy options which includes the course ID for the course that you are copying **INTO**. 🕒 The course ID for the "Destination course" can be located above the menu in that course. **MCC course run the subject designation to together with the course and section number separated by a period and**



then a semester designation, another period followed by one of the teaching designations. The ID is case sensitive.

6. Following that ID will be a series of boxes for you to select what you want to move. If you have any question about if you should copy something or not just go ahead and check all the boxes.



2. **Select Copy Options**

\* Destination Course ID

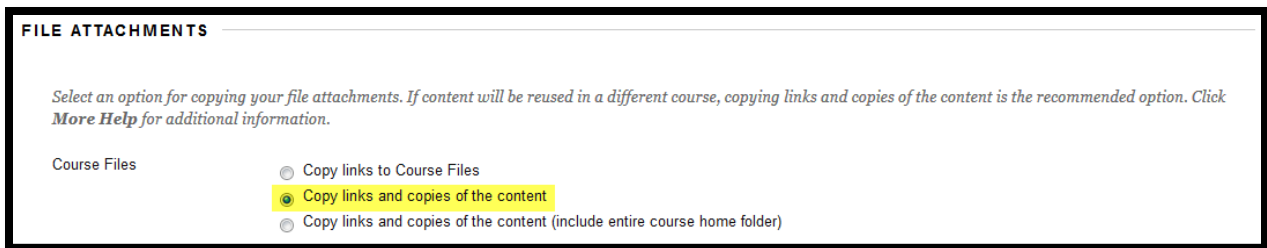
Select Course Materials

Content Areas

Syllabus

Content

7. The next area controls File attachments. It is recommended that you leave it on the selected default setting.



**FILE ATTACHMENTS**

Select an option for copying your file attachments. If content will be reused in a different course, copying links and copies of the content is the recommended option. Click **More Help** for additional information.

Course Files

Copy links to Course Files

Copy links and copies of the content

Copy links and copies of the content (include entire course home folder)

8. The last area will allow you to copy the enrollment in the course. \***DO NOT** copy the enrollment as you will be mixing past semester enrollments with the current semester.
9. Then as always click SUBMIT. You should get a notification at the top of the page that tells you the process has begun.

Once the process has been completed you should get an email notification