



Faculty Course Copy

Q4_2010

eCollege™

Faculty Course Copy

Faculty course Copy is enabled by your System Administrator. To enable Faculty Course Copy, see your System Admin or contact a Client Services representative.

Do you have a course to reuse for another term? Are you teaching two courses simultaneously and would like to copy the template? Then Faculty Course Copy is your solution! The Faculty Course Copy tool enables you to reuse course templates and course content entered into a course template for another course or term. This saves you time from recreating course content and setting up a course template.

How This Guide is Organized

The Faculty Course Copy guide is organized into the following sections. Click the section heading title to go to that section.

- [Copy All Course Content](#) – Provides step procedures and screen shots to help you copy a course and all its content over to another course or term.
- [Copy Specific Content](#) – Provides step procedures and screen shots to help you copy specific pieces of content from one course into another course or term.

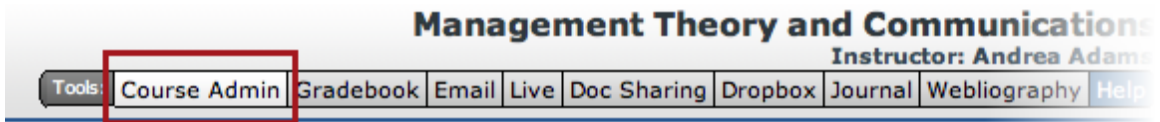
Design Tips:

- You can either copy all course content or select specific content to copy over to another course and term.
- Currently, you can copy one course at time using Faculty Course Copy.
- Some course content items only copy over instructor postings (student data is not copied), such as DropBox and Webliography.
- You can only copy from courses and into course shells in which you are enrolled.

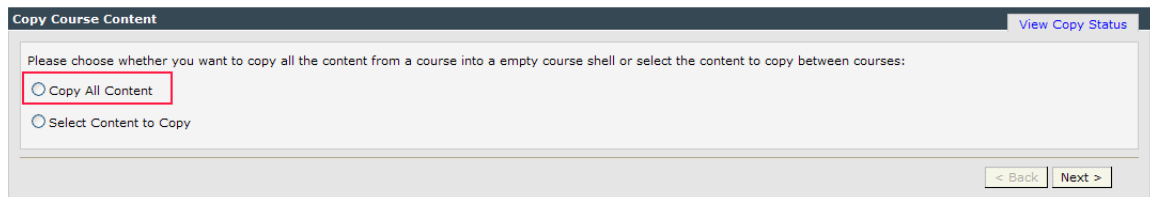
(this is duplicative of bullet #2) Copy All Course Content

Open Faculty Course Copy

1. On the Tools menu, click **Course Admin**.



2. Click **Copy Course Content**.
3. Select **Copy All Content**.

A screenshot of a dialog box titled "Copy Course Content". The dialog box has a dark header bar with the title and a "View Copy Status" link on the right. The main content area contains the text "Please choose whether you want to copy all the content from a course into a empty course shell or select the content to copy between courses:". Below this text are two radio button options: "Copy All Content" and "Select Content to Copy". The "Copy All Content" option is selected and highlighted with a red rectangular box. At the bottom right of the dialog box, there are two buttons: "< Back" and "Next >".

4. Click **Next**.

5. Select a course to copy.
 - a) In the drop-down lists provided, specify the course and term to copy.
 - b) (Optional) Select the check box for specific course content you want copied. Note, the system only copies over instructor postings for Doc Sharing and Weblibliography. This means, any entries made by a student for Weblibliography and Doc Sharing will not copy over.

Course Admin

Course Information & Preferences Course Enrollment Group Management

Faculty Course Copy

Copy All Content

Note: You will only be able to copy from courses and into course shells you are or have been enrolled in.

Step: 1

Select Course to Copy

| | | | |
|---------------------------------------|---------------------------------------|------------------|--------------------------|
| Select Source Term | Spring 2009 10 Week | ▼ | |
| Select Source Course | BS 370: Marketing Management (123456) | ▼ | |
| Syllabus | <input type="checkbox"/> | Announcements | <input type="checkbox"/> |
| Document Sharing (Instructor only) | <input type="checkbox"/> | Gradebook Set-Up | <input type="checkbox"/> |
| Weblibliography (Instructor only) | <input type="checkbox"/> | | |

Note: Document Sharing and Weblibliography will only copy instructor postings.

Step: 2

Select Destination Shell

| | | |
|--------------|---------------------------------------|---|
| Select Term | Spring 2010 10 Week | ▼ |
| Select Shell | BS 370: Marketing Management (123456) | ▼ |

6. Select a destination shell. In the drop-down lists provided, select the destination term and shell to which you want to copy the selected course.

What is a term and shell? The term is the time at which a course is available. For example, Spring 2012, Summer 2014, etc. Whereas shell refers to a titled course containing no content. For example, ENG: Creative Writing 101, MATH: Algebra 201, etc.

Course Admin

Course Information & Preferences Course Enrollment Group Management

Faculty Course Copy

Copy All Content

Note: You will only be able to copy from courses and into course shells you are or have been enrolled in.

Step: 1

Select Course to Copy

| | | |
|---------------------------------------|---|---|
| Select Source Term | Spring 2009 10 Week | ▼ |
| Select Source Course | BS 370: Marketing Management (123456) ▼ | |
| Syllabus | <input type="checkbox"/> | Announcements <input type="checkbox"/> |
| Document Sharing (Instructor only) | <input type="checkbox"/> | Gradebook Set-Up <input type="checkbox"/> |
| Webliography (Instructor only) | <input type="checkbox"/> | |

Note: Document Sharing and Webliography will only copy instructor postings.

Step: 2

Select Destination Shell

| | | |
|--------------|---|---|
| Select Term | Spring 2010 10 Week | ▼ |
| Select Shell | BS 370: Marketing Management (123456) ▼ | |

7. Click **Next**. A summary displays. Verify you have selected the correct destination for the source term and course you want to copy.
8. Click **Copy Course Content**. A confirmation message displays.

Course Admin

Course Information & Preferences | Course Enrollment | Group Management

Faculty Course Copy [View Copy Status](#)

Copy All Content

You have chosen to copy the following:

Term: Fall 2008 10 Week
Course: CM 415: Management Theory and Communications (123456)

Into the following:

Term: Fall 2010 10 Week
Shell: CM 370: Management Theory and Communications (123456)

If this is correct, click the back button below to change your selections.

9. (Optional) Click **View Copy Status** to see your copy request listed in the system que. If you view the copy status immediately upon submitting the request, you may see a status of "waiting." If this happens, wait a couple minutes and click the View Copy Status tab to allow the system to refresh and show you the current status of your course copy.

Course Admin

Course Information & Preferences | Course Enrollment | Group Management

Faculty Course Copy [View Copy Status](#)

Your copy request has been submitted for processing.

To check the progress of your request, click the "View Copy Status" button below.

Once a course copy request is made, the system indicates to you the following status types: Waiting, Completed, and Preprocessing Error.

Faculty Course Copy

Copy Requests for Andrea Adams since 6/18/2008

| | |
|---------------------|---|
| Source: | Spring 2008 10 Week — BS 370: Marketing Management (123456) |
| Destination: | Spring 2009 10 Week — BS 370: Marketing Management (123456) |
| Copy ID: | 584905 |
| Copy Type: | 7/19/2008 5:45 PM MST by Andrea Adams - Waiting |

| | |
|---------------------|---|
| Source: | Spring 2008 10 Week — BS 375: Marketing Management (123456) |
| Destination: | Spring 2009 5 Week — BS 375: Marketing Management (123456) |
| Copy ID: | 554810 |
| Copy Type: | <i>Copy Items</i> |
| Submitted: | 7/19/2008 1:45 PM MST by Andrea Adams - Completed |

| | |
|---------------------|--|
| Source: | Spring 2008 10 Week — CM 385: Management Principals (123456) |
| Destination: | Spring 2009 5 Week — CM 385: Management Principals (123456) |
| Copy ID: | 475146 |
| Copy Type: | <i>Copy Items</i> |
| Submitted: | 7/19/2008 7:45 AM MST by Andrea Adams - Completed With Errors - Details |

The View Copy Status summary is useful as it shows you the status of courses most recently copied. The system retains the copy status for 2 weeks only. This means, once a course is copied, you have access to view the status of the copy for 2 weeks. After that time, the status data is removed from the status summary report.

The system indicates one of the following statuses:

- **Waiting** - Often this status displays when you click View Copy Status immediately after requesting a course copy. Wait a minute or two and return to the View Status page to see the current status.
- **Complete** - A successful copy displays "complete" in green text indicating the copied course completed without errors.
- **Pre-Processing Error** - When the system encounters a problem in the course copy, it displays a processing error in red text.

10. (Optional) Click any status link for more details. In the case of an error, click the Pre-Processing link to view in more detail the status of the copy request.

Detail for Copy ID: 475146

Source Course Spring 2008 10 Week — CM 385: Management Principals (123456)
Destination Course Spring 2009 5 Week — CM 385: Management Principals (123456)
Copy Type Course Items
Source Course ID 4060328
Dest. Course ID 4060305
Date Completed 3/22/2010 12:05:51 PM
Status **Completed With Errors**

Course Export : **Successful**

| Course Export | |
|---------------|------------|
| Item | Status |
| Units | Successful |
| ContentItems | Successful |
| Exams | Successful |

Course Import : **Unsuccessful**

| Course Import (SourceID:4060328) (DestID:4060305) | |
|--|--------------|
| Item | Status |
| FeatureProfile | Unsuccessful |
| UnitZeroCopy Title: Course Home SourceID:17868671; DestinationID:17868609 | |
| ContentItem | Successful |
| ContentItem | Successful |

11. . If you like, click **Start Another Course Copy** to start over.

Convert Syllabus: **Successful**

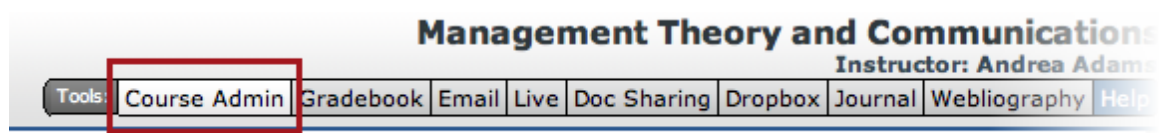
Convert Syllabus (SourceID:4060328) (DestID:4060305)

[Start a New Course Copy](#)

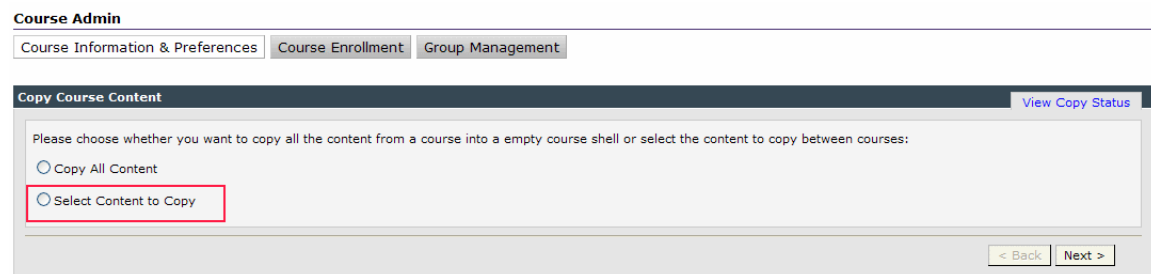
Copy Specific Content

Open Faculty Course Copy

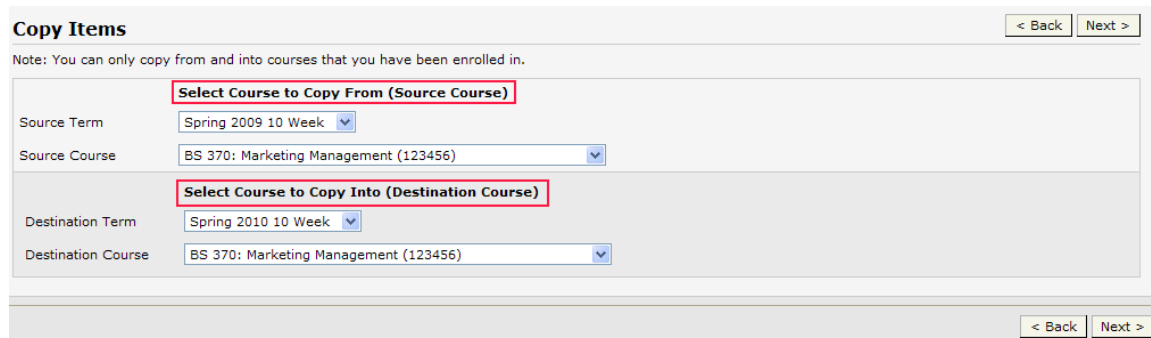
1. On the Tools menu, click **Course Admin**.



2. Click **Copy Course Content**.
3. Select **Select Content to Copy**.



4. Click **Next**.
5. Select the content source and destination.
 - **Specify the content source.** In the drop-down lists provided, select the course from which you will copy content.
 - **Specify the destination.** In the drop-down lists provided, select the destination term and course to which you want to copy the selected content.



6. Click **Next**.

7. Either:

- **Add a new Lesson and copy all content** Select the first check box at the top level for each Lesson to add a new Lesson and copy all content into the new Lesson.
- **Copy specific items in the Lesson or Module.** Select the check box for every piece of content in the source course you want to copy over to the destination course. Use the available drop-down lists to specify the Lesson or Module for the content.

| Source Course (Content Available to Copy) | Destination Course (Existing Content) |
|---|---|
| CS101-B: Introduction to Computer Science Fall 2010 | CS101-B: Introduction to Computer Science Spring 2011 |
| <input checked="" type="checkbox"/> Files and Folders <input type="checkbox"/> Document Sharing - Instructor Entries Only <input type="checkbox"/> Webliography - No Entries <input type="checkbox"/> Announcements - No Entries | Course Home Syllabus - No Entries Intro Text Begin Here Instructor Resources |
| Course Home <input type="checkbox"/> Syllabus - No Entries <input type="checkbox"/> Intro Text - Add to <input type="text"/> <input type="checkbox"/> Begin Here - Add to <input type="text"/> <input type="checkbox"/> Instructor Resources - Add to <input type="text"/> <input checked="" type="checkbox"/> Introduce Yourself! - Add to <input type="text" value="Course Home"/> | Lesson 1 Intro Text Lecture 1 Audio Lecture Discussion Assignment Quiz |
| Lesson 1 <input type="checkbox"/> Add new Lesson and copy all Lesson content <input type="checkbox"/> Intro Text - Add to <input type="text"/> <input type="checkbox"/> Lecture 1 - Add to <input type="text"/> <input type="checkbox"/> Audio Lecture - Add to <input type="text"/> <input type="checkbox"/> Discussion - Add to <input type="text"/> <input type="checkbox"/> Assignment - Add to <input type="text"/> <input type="checkbox"/> Quiz - Add to <input type="text"/> <input checked="" type="checkbox"/> Exam - Add to <input type="text" value="Lesson 1"/> | Lesson 2 Intro Text Lecture 2 Audio Lecture Discussion Assignment Quiz |
| Lesson 2 <input type="checkbox"/> Add new Lesson and copy all Lesson content <input type="checkbox"/> Intro Text - Add to <input type="text"/> <input type="checkbox"/> Lecture 2 - Add to <input type="text"/> <input type="checkbox"/> Audio Lecture - Add to <input type="text"/> <input type="checkbox"/> Discussion - Add to <input type="text"/> <input type="checkbox"/> Assignment - Add to <input type="text"/> <input type="checkbox"/> Quiz - Add to <input type="text"/> | Lesson 3 Intro Text Lecture 3 Audio Lecture Discussion Assignment Quiz |

8. Click **Next**. A summary page displays. Verify you have selected the correct source and destination for the content you want to copy.
9. Click **Copy Course Content**. A confirmation message displays.

< Back
Copy Course Content

Copy Items

You have chosen to copy the content listed below from:

Course: CS101-B: Introduction to Computer Science
Term: Fall 2010

Into the following course:

Course: CS101-B: Introduction to Computer Science
Term: Spring 2011

If this is correct, click "Copy Course Content", otherwise click the "Back" button to make changes.

Note, if you continue, the following content will be copied:

Files and Folders

Course Home

Introduce Yourself! - Add to Course Home

Lesson 1

Exam - Add to Lesson 1

Lesson 4

Add new Lesson and copy all Lesson 4 content

< Back
Copy Course Content

10. (Optional) Click **View Copy Status** to see your copy request listed in the system que. If you view the copy status immediately upon submitting the request, you may see a status of "waiting." If this happens, wait a couple minutes and click the View Copy Status tab to allow the system to refresh and show you the current status of your course copy.

Course Admin

Course Information & Preferences
Course Enrollment
Group Management

Faculty Course Copy View Copy Status

Your copy request has been submitted for processing.

To check the progress of your request, click the "View Copy Status" button below.

View Copy Status
Start a New Course Copy

Once a course copy request is made, the system indicates to you the following status types: Waiting, Completed, and Preprocessing Error.

Faculty Course Copy

Copy Requests for Andrea Adams since 6/18/2008

| | |
|---------------------|---|
| Source: | Spring 2008 10 Week — BS 370: Marketing Management (123456) |
| Destination: | Spring 2009 10 Week — BS 370: Marketing Management (123456) |
| Copy ID: | 584905 |
| Copy Type: | 7/19/2008 5:45 PM MST by Andrea Adams - Waiting |

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|---------------------|---|
| Source: | Spring 2008 10 Week — BS 375: Marketing Management (123456) |
| Destination: | Spring 2009 5 Week — BS 375: Marketing Management (123456) |
| Copy ID: | 554810 |
| Copy Type: | <i>Copy Items</i> |
| Submitted: | 7/19/2008 1:45 PM MST by Andrea Adams - Completed |

| | |
|---------------------|--|
| Source: | Spring 2008 10 Week — CM 385: Management Principals (123456) |
| Destination: | Spring 2009 5 Week — CM 385: Management Principals (123456) |
| Copy ID: | 475146 |
| Copy Type: | <i>Copy Items</i> |
| Submitted: | 7/19/2008 7:45 AM MST by Andrea Adams - Completed With Errors - Details |

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- 11. (Optional) Click any status link for more details. In the case of an error, click the Pre-Processing link to view in more detail the status of the copy request.

Detail for Copy ID: 475146

| | |
|---------------------------|--|
| Source Course | Spring 2008 10 Week — CM 385: Management Principals (123456) |
| Destination Course | Spring 2009 5 Week — CM 385: Management Principals (123456) |
| Copy Type | Course Items |
| Source Course ID | 4060328 |
| Dest. Course ID | 4060305 |
| Date Completed | 3/22/2010 12:05:51 PM |
| Status | Completed With Errors |

Course Export : Successful

| Course Export | |
|---------------|------------|
| Item | Status |
| Units | Successful |
| ContentItems | Successful |
| Exams | Successful |

Course Import : Unsuccessful

| Course Import (SourceID:4060328) (DestID:4060305) | |
|---|--------------|
| Item | Status |
| FeatureProfile | Unsuccessful |
| UnitZeroCopy Title: Course Home | |
| SourceID:17868671; DestinationID:17868609 | |
| ContentItem | Successful |
| ContentItem | Successful |

- 12. . If you like, click **Start Another Course Copy** to start over.

Convert Syllabus: Successful

Convert Syllabus (SourceID:4060328) (DestID:4060305)

[Start a New Course Copy](#)