

Duplicating an Old Course (Jan. 4, 2011)

Depending on what you'd like to do with old course materials (handouts, assessments, etc.), there are three options to duplicate a course for the new semester.

Before you start, please make sure the name of your old course includes the year/semester information. By default, the course name only displays the course number and section number. It is very important that the courses are named properly so as to avoid erasing desired course materials by accident.

To rename your course, in *My Profile* page click on the **Settings** link beneath this course,



Under the *Course* tab, type in the new name in **Title**, fill up the **Instructor Login Name** (web access ID) and **Instructor Name**, and then **Save**.

Option 1: Allows you to re-use **selected** course materials (slides, files, assessments, etc.) under the *Lessons* tab –

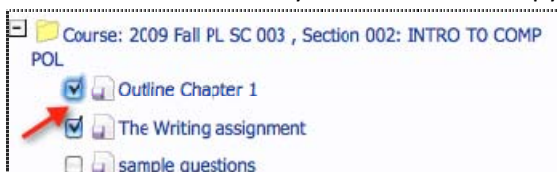
1. Enter your new course where you want old materials to be copied to. Under the *Lessons* tab, click on **Add Content**.
2. Click on **Import from a Course or Group**.



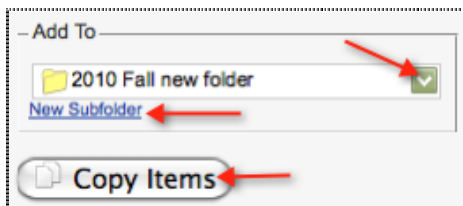
3. On the next screen, click on the **+** icon next to the course that has the contents you'd like to duplicate. All course contents should be displayed under the course title.



4. Check all the items that you would like to copy to the new course.



- Choose a location for these items. If you use *Root*, they will be copied to under the *Lessons* tab. Or you can create a new folder under the *Lessons* tab and place the copied items in the folder. Click on **Copy Items**.

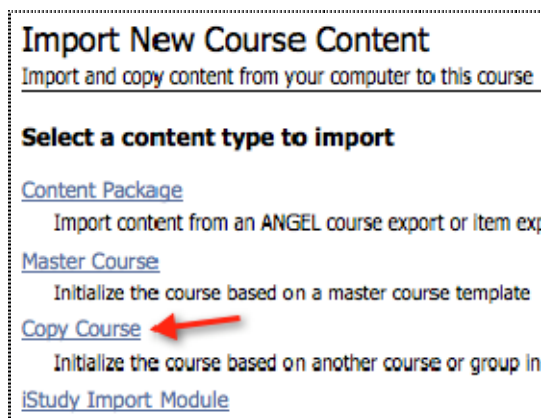
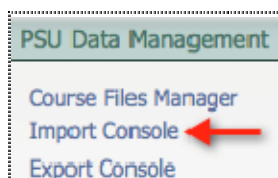


- In the popup screen, select other appropriate settings to copy with the course contents, and **Continue**.
- Click on **Done** to exit from importing selected course contents.

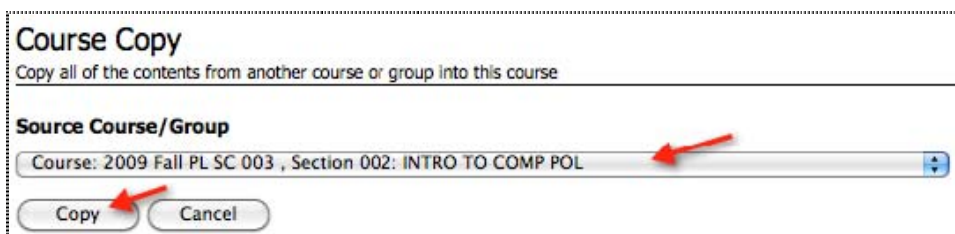
***Note:** This approach would *not* copy or import old user data such as discussion forum posts, submissions to online surveys or quizzes, neither would it duplicate the ANGEL gradebook. It will simply duplicate the selected items of the old course and place a copy of them in the new course below what's already in the new course.

Option 2: Allows you to re-use **all** course materials under the *Lessons* tab **and** the *gradebook* –

- Enter the new course and click on the **Manage** tab, then the **Import Console**, followed by **Copy Course**.



- From the dropdown menu, select the appropriate source course, and then click on **Copy**.



This process may take several minutes if the original course has a large size. In ANGEL 7.4, you are able to work on other tasks in ANGEL while the copying is being processed. The status of copying course is listed below *Import History* under **Import Console**:

Import History				Refresh
File Name	Imported by	Date Imported	Status	
200910FABD RPL SC003 002.zip	Dunsworth, Qi (Chee)	8/4/2010 4:30 PM	Processing Course Copy (details)	

You can **Refresh** the screen to see the updated status.

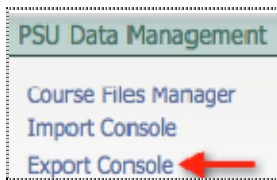
3. You will receive an email when the copy course task is complete.

***Note 1:** This approach would not copy or import old user data such as discussion forum posts, submissions to online surveys or assessment. However, it will copy the original ANGEL gradebook and the connections between an assignment (e.g. Dropbox1) residing under the *Lessons* tab and a component inside the gradebook.

***Note 2:** The *Copy Course* approach will not erase what you have already put in the new course. It will simply duplicate the materials of the old course (and old gradebook items) and add to the existing items in the new course (and the new gradebook). Therefore, it's better double check if all items are already in place before starting another *Copy Course* or *Re-Import*.

Option 3: Allows you to *back up all course materials and user data of a course in case of losing everything before the end of the semester* –

1. Click on the **Manage** tab, then the **Export Console**.



2. Follow instructions in article <http://kb.its.psu.edu/cms/article/212>

***Note:** This compressed file (.zip) can be re-imported to the same course if all pre-existing data was lost. As an instructor, you can only restore course materials via **Import Console** but not user submissions or logged data. To restore user data, please contact AngelSupport@psu.edu.