

Faculty Tutorial: Course Copy

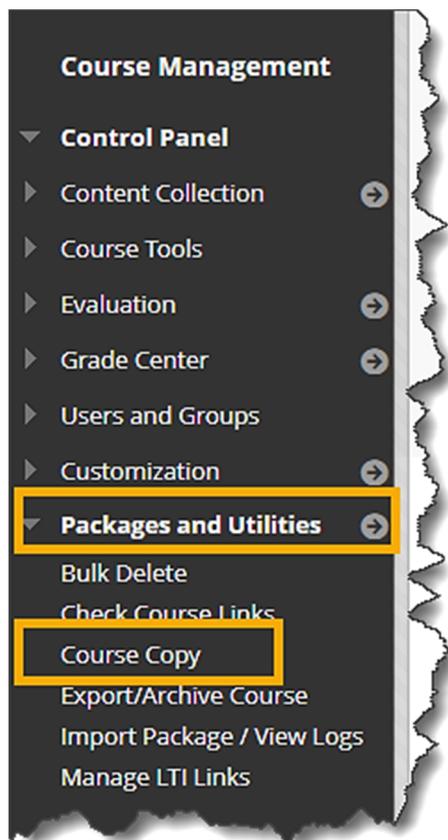
Purpose: To demonstrate how to copy from a *sandbox* course into a *term* course in MyHills.

Important Note Regarding Course Copy:

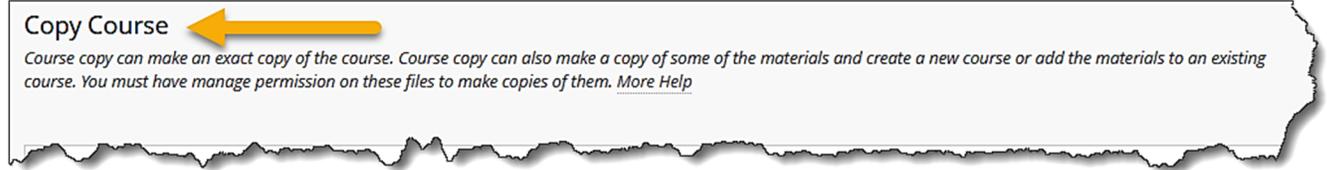
NEVER copy from one term course to another, as student data could be copied into the new course, which can create FERPA violations. Instead, ALWAYS copy from a sandbox course into a term course. Faculty members may request a sandbox course for each course they teach, in each format in which they teach it (online, hybrid, or face-to-face). To request a sandbox course, use the IT Help Desk Request Form (www.indianhills.edu/helpdesk).

Note: If your term course already has content in it, you may need to perform a “bulk delete” in order to clean it out, *before* copying in new content. For instructions on how to perform a bulk delete, please see the faculty tutorial “Bulk Delete”

From within a *sandbox* course in MyHills, click “**Packages and Utilities**,” located toward the bottom of the Course Management menu. In the sub-menu that opens, click “**Course Copy**.”



The "Copy Course" page will open.



Under "Select Copy Type," keep the default option "**Copy Course Materials into an Existing Course**" selected.

Under "Select Copy Options" click "**Browse**" next to "Destination Course ID."

SELECT COPY TYPE

Select Copy Type

Copy Course Materials into an Existing Course ▾

SELECT COPY OPTIONS

* Destination Course ID

Browse...

Select Copy Materials

The “Courses” window will open. Click the radio button next to the *term* course into which you would like to copy your *sandbox* course. Then, click “Submit.” The “Courses” window will close.

Search by: Course ID Instructor Name/Description

Created in Last: All Courses Month Day

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COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
<input checked="" type="radio"/> CIS-344-15_WWW_24-SU	Database Programming With DB2 - CIS*344*15 - 24/SU	Apr 15, 2024		
<input type="radio"/> CRS-TITLEIX	Responsible Employee Training	Apr 1, 2020		
<input type="radio"/> DEA-528-01_OTT_23-WI	Chairside Assisting Skills II - DEA*528*01, 02 - 23/WI	Oct 4, 2023		

Cancel Submit

On the “Copy Course” page, your term course should appear in the “Destination Course ID” box.

SELECT COPY OPTIONS

* Destination Course ID

CIS-344-15_WWW_24-SU Browse...

Select Course Materials

Under “Select Course Materials,” click “**Select All.**”

SELECT COPY OPTIONS

* Destination Course ID
CIS-344-15_WWW_24-SU

Select Course Materials

Content Areas

- Course Home
- Syllabus and Schedule
- Learning Units
- Assignments

Under “File Attachments,” keep the default option “Copy links and copies of the content” selected.

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)

Then, click “**Submit.**”

A “Success...” message will appear at the top of the “Packages and Utilities” page stating “Course copy action queued.”

Note: An email will be sent to your Indian Hills Email account once the course copy process is complete.

Once the course copy process is complete, enter your *term* course. A gold message should appear at the top of the “Course Home” page stating the “Source,” the “Destination,” and that the process is “Complete.” You also have the option to click “**here**” to access a detailed log of the copy process.

Note: Be sure to review your content carefully to ensure everything copied over correctly.

Congratulations! You now know how to copy from a *sandbox* into a *term* course in MyHills!

Office of Online Learning

Looking for more computer tutorials? Please visit: www.indianhills.edu/tutorials.

*For further assistance on this topic or other technical issues, please contact the **IT Help Desk**
Phone: (641) 683-5333 | **Email:** helpdesk@indianhills.edu | **Web:** www.indianhills.edu/helpdesk*