

Computer Tutorial:

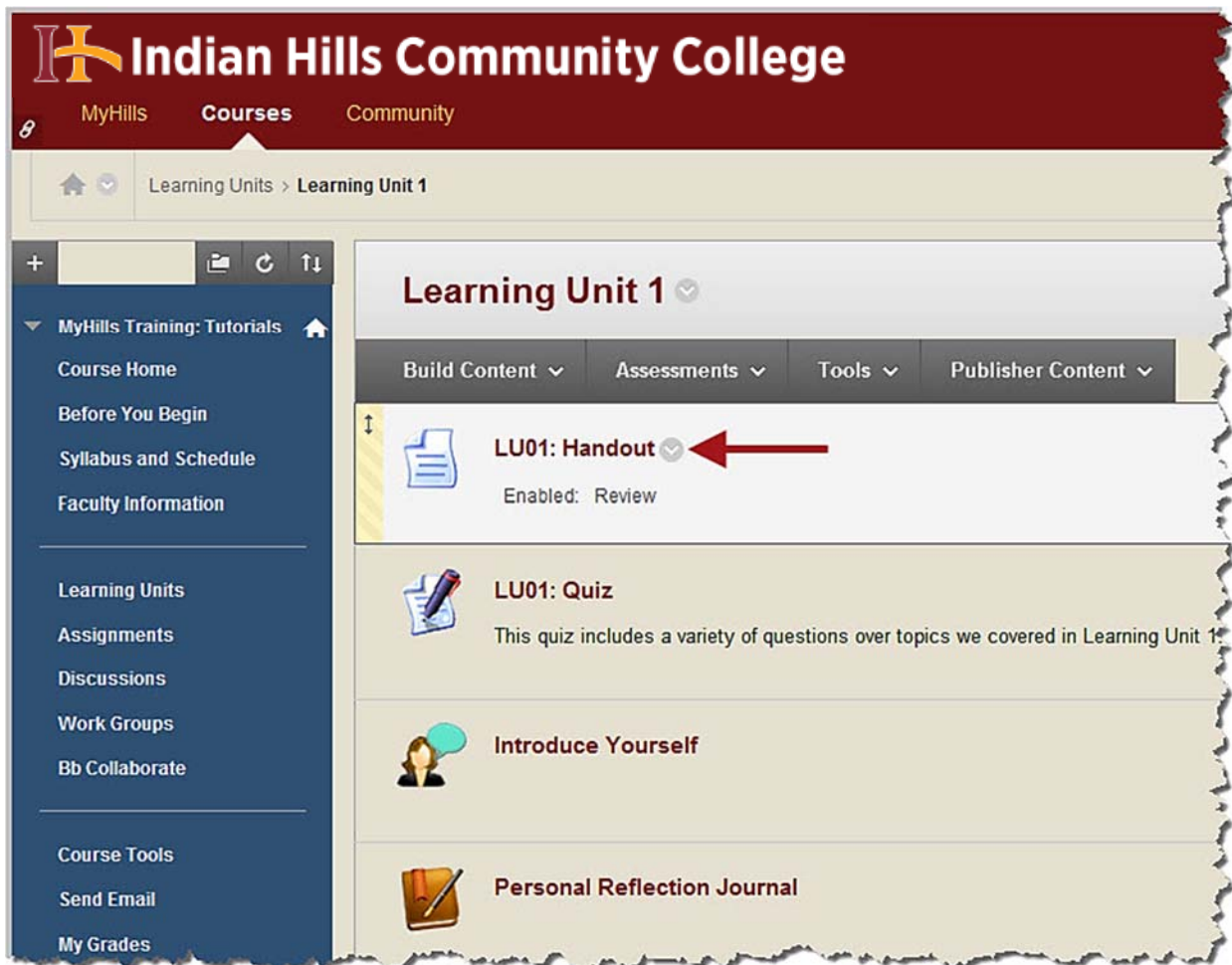
## Copy an Item to Another Course

**Purpose:** To show faculty members how to “Copy” an individual item from a Content Area in a MyHills course to a Content Area in another MyHills course.

**Note:** Ensure “Edit Mode” is “On.”

From within a course Content Area, such as “Learning Units” or “Assignments,” hover your cursor over the item you would like to copy. Then, click the arrow that appears to the right of the item.

**Note:** The arrow will only appear when you hover your cursor over the item.



The screenshot displays the MyHills interface for Indian Hills Community College. The top navigation bar includes "MyHills", "Courses", and "Community". The breadcrumb trail shows "Learning Units > Learning Unit 1". A left sidebar contains navigation options such as "MyHills Training: Tutorials", "Course Home", "Before You Begin", "Syllabus and Schedule", "Faculty Information", "Learning Units", "Assignments", "Discussions", "Work Groups", "Bb Collaborate", "Course Tools", "Send Email", and "My Grades". The main content area is titled "Learning Unit 1" and features a toolbar with "Build Content", "Assessments", "Tools", and "Publisher Content". Below the toolbar, a list of items is shown: "LU01: Handout" (with a document icon and a red arrow pointing to its dropdown arrow), "LU01: Quiz" (with a notepad icon and a description), "Introduce Yourself" (with a person icon), and "Personal Reflection Journal" (with a book icon).

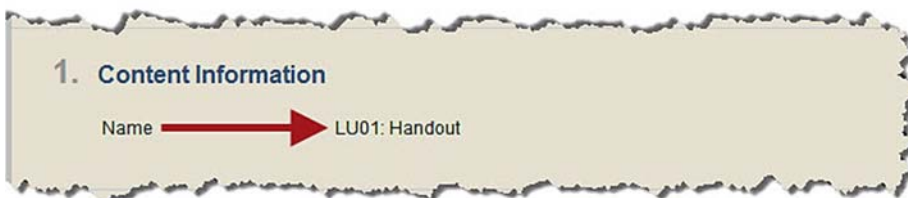
In the menu that opens, click “Copy.”



The “Copy” page will open.



The name of the item you are copying will be listed under “Content Information.”



Under “Destination” you will choose where to copy the item. Select the drop-down arrow, located to the right of “Destination Course.”

2. Destination

Destination Course  ▼

Destination Folder

3. Attachments and Embedded Links

In the menu that opens, select the course into which you would like to copy the item.

**Note: Only courses in which you are enrolled will appear in the “Destination Course” drop-down menu.**

2. Destination

Destination Course  ▼

Destination Folder

- MyHills Training: Tutorials
- Academic Services
- Psychology of Aging (Online)
- Psychology of Aging - PSY\*226\*01 - 13/SU
- MyHills Training: Advanced

3. Attachments and Embedded Links

Then, click “Browse” to select a specific folder in the course you chose, above.

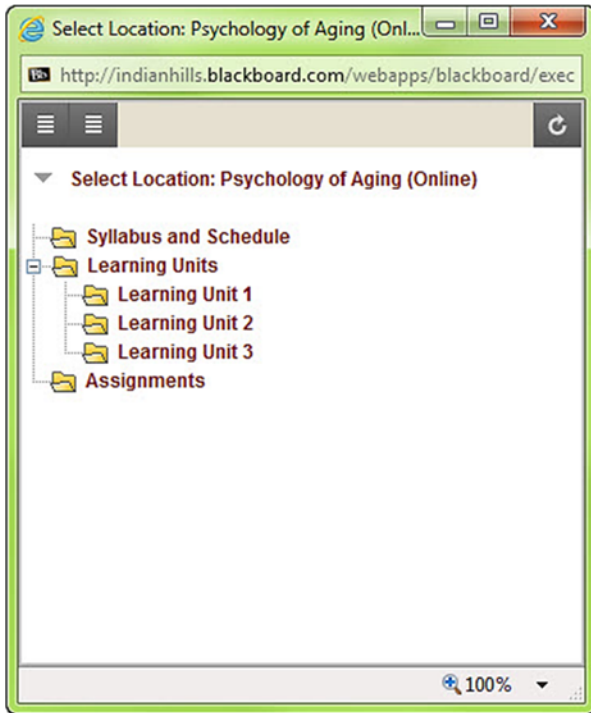
2. Destination

Destination Course  ▼

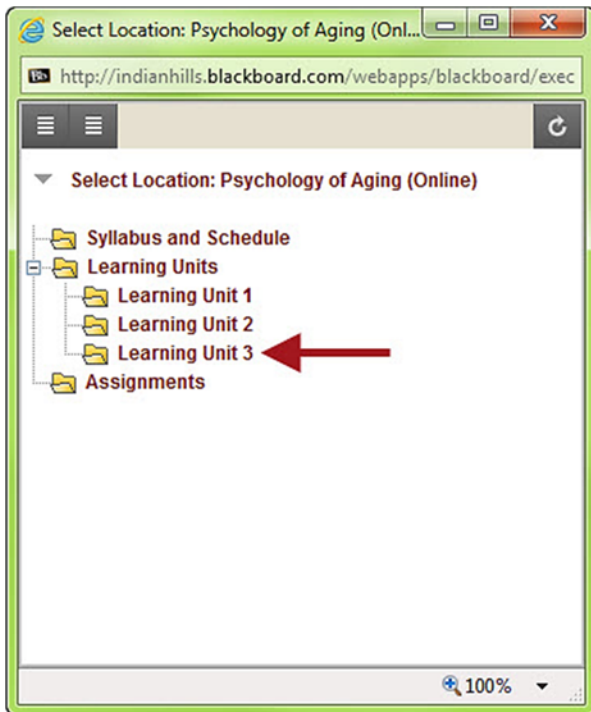
Destination Folder

3. Attachments and Embedded Links

A pop-up window will open that lists all available content folders in the “Destination Course.”

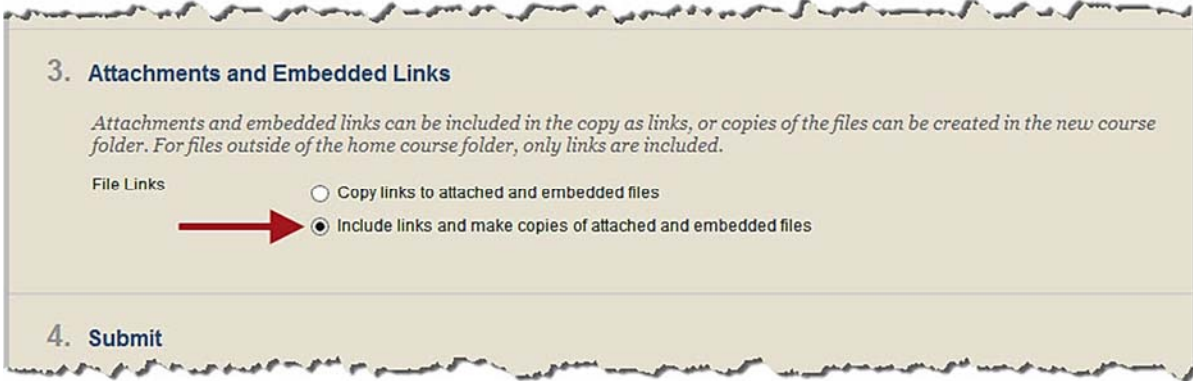


Click the folder into which you would like to add the copied item.



Under “Attachments and Embedded Links” keep the option “Include links and make copies of attached and embedded files” selected. Do **not** choose “Copy links to attached and embedded files” because this option will only link to items, which will cause issues in the “Destination Course” if items are deleted.

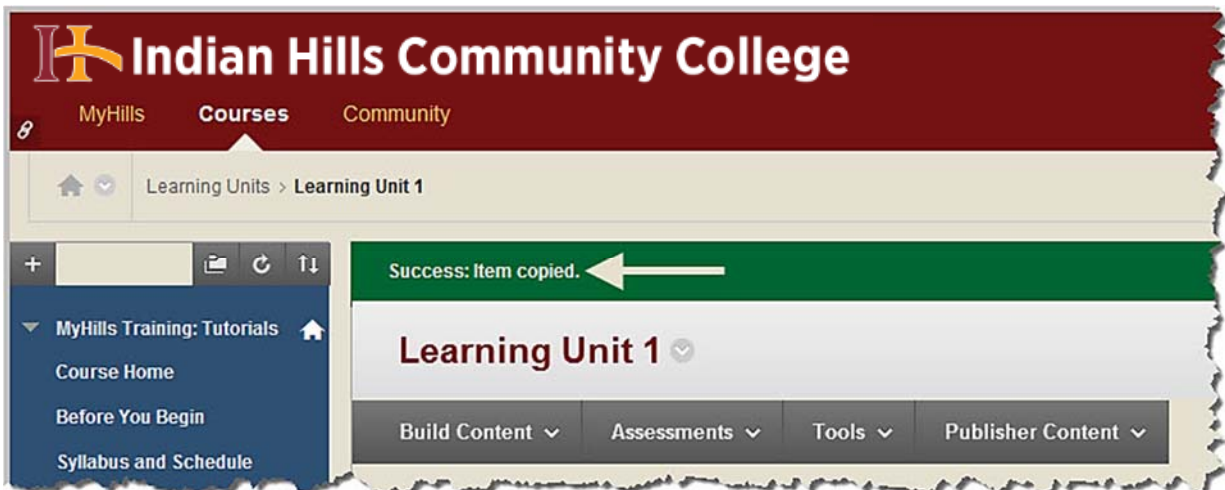
**Note: Items that are tied to the Grade Center such as Assignments and Tests cannot be copied from a content area. These items must be copied using the Course Copy feature. For information on how to use the Course Copy feature, please see the tutorial “Course Copy.”**



Once you have made your selections, click “Submit.”

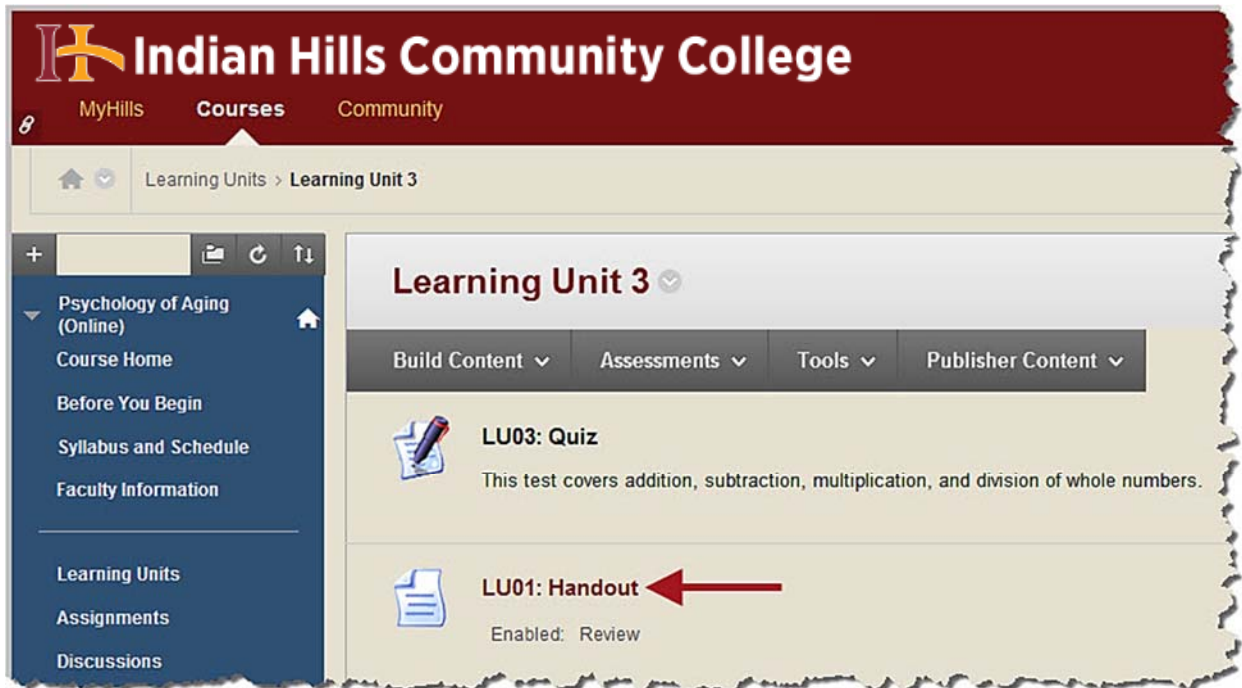


A **green** “Success...” message will appear at the top of the page.



The copied item should appear in the Content Area of the MyHills course you selected.

**Note:** You may “Edit” the copied item if you would like to change the name and/or options.



Congratulations! You now know how to copy an individual item from a Content Area in a MyHills course to a Content Area in another MyHills course.

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Office of Online Learning

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