Course Copy Tool

Getting Started Guide

The Course Copy tool must be started in the newest semester course (the destination course). This should be 2022xx Semester Course.

Select the desired destination course to get started.
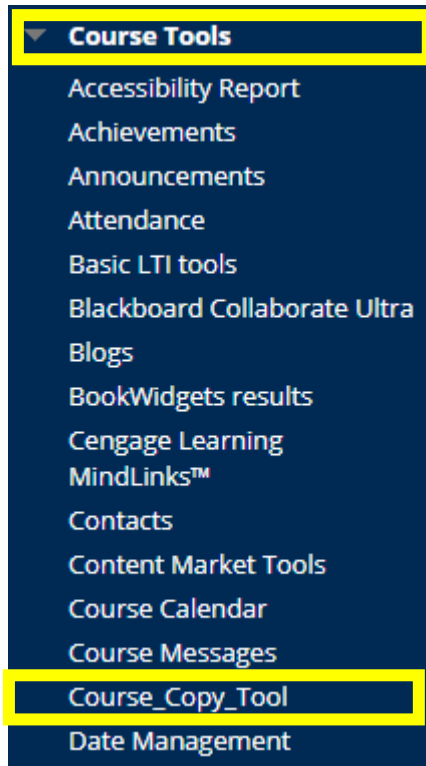
Once in the destination course navigate to **Course Tools** at the bottom of the left-side course menu and select the **Course Copy Tool** option which will launch the tool.

202210 Spring MATH-116-DF1
(CRN-13824.202210)

Template Source

⊡ Use a Template ◁ Course History 🔍 Advance Search

Once the tool opens you will receive the options to select a course from your previous semester/s or a template that you can copy into this course.

Template Source

⊓ Use a Template　◀ Course History　Q Advance Search

Select a course from your previous courses to be copied into the destination.

Select Course

< | 1 | 2 | >

📄 202110 Spring MATH-116-DFD (CRN-1985.202110)
1985.202110

📄 202110 Spring MATH-116-DFA (CRN-1982.202110)
1982.202110

📄 202030 Fall MATH-116-DFD (CRN-703.202030)
703.202030

📄 202030 Fall MATH-116-DFA (CRN-700.202030)
700.202030

📄 202010 Spring MATH-116-DFA (CRN-1982.202010)
1982.202010

Selecting **Course History** will give you the option to view previous semesters' courses.

Once you locate the course you would like to copy into the destination (the source course), select that course.

With the selected course confirmed you can now begin your copy by clicking the **Start the Copy** button.

Next, you will receive a pop-up notice, providing you with a second chance to review your selections.

Make sure that the Courses you are copying from and into are accurate.

Finally, click the **Start the Copy** button again to complete the copy.

Course Copy Started

Copying *202110 Spring MATH-116-DFD* to *202210 Spring MATH-116-DF1*

and setting up.

Course Copy Complete

Copy completed Today at 16:49

Source Course: *202110 Spring MATH-116-DFD (CRN-1985.202110)*
Destination Course: *202210 Spring MATH-116-DF1 (CRN-13824.202210)*

The copy tool will then process the copy for a few seconds and provide you with a notification for completion.

Please note that the process can take 30 – 60 seconds, depending on the course size.