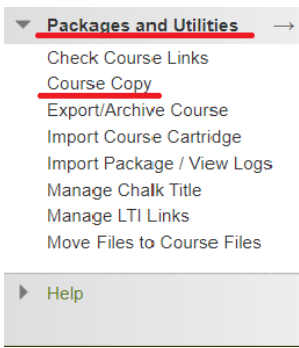

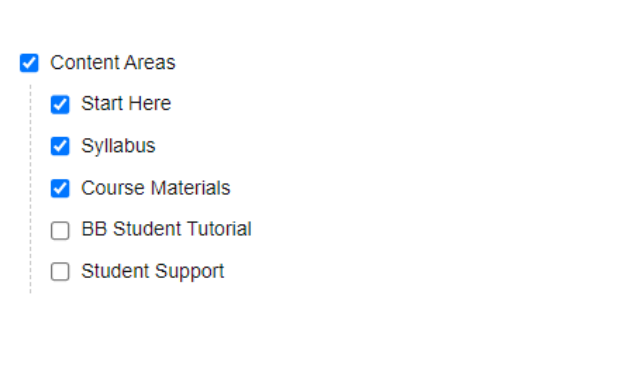
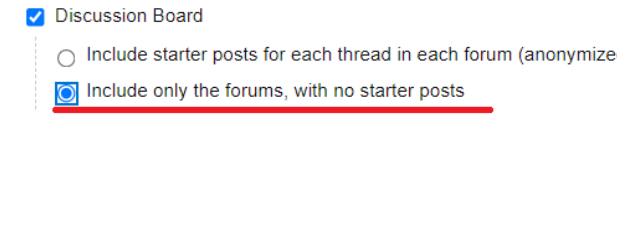

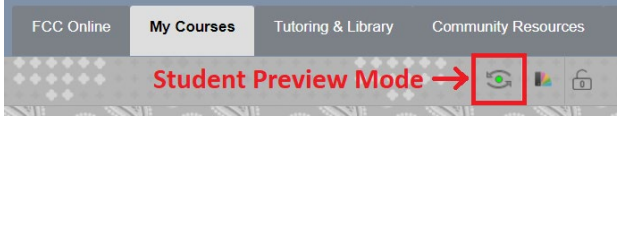


How to Use Course Copy

The following instructions are for copying ALL of the content from one course to another. To copy only selected content, [click here to watch a video on Stream](#) - if prompted to login, please enter your FCC username and password.

<p>1. Begin the Course Copy process from the Control Panel menu in the course you want to copy FROM. Go to: Packages and Utilities > Course Copy.</p>	
<p>2. Click Browse to select the course you want to copy TO then, click Select All.</p>	
<p>3. Uncheck the following Content Areas:</p> <ul style="list-style-type: none">• BB Student Tutorial• Student Support <p>This content is maintained by OLII and is already part of your new course template.</p> <p>Some courses use a program-specific template and have additional menu items that should not be copied. Uncheck any content that you do not update or maintain yourself.</p>	
<p>4. Make the appropriate selection for your Discussion Board.</p> <p>Most courses will need to select "Include only the forums, with no starter posts". The other selection should only be used if the instructions or writing prompt is included in the first thread of the forum.</p>	
<p>5. Click Submit.</p>	
<p>6. After copying your course, check to make sure all items were copied as intended.</p> <p>Delete duplicated materials, including any unused grade center columns. Review your course from the student perspective using Student Preview.</p>	

If you need any assistance with the Course Copy process, please contact OLII at: <https://servicedesk.frederick.edu> .