



# Faculty Course Copy

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Q3\_2010

eCollege™

# Faculty Course Copy

Faculty course Copy is enabled by your System Administrator. To enable Faculty Course Copy, see your System Admin or contact a Client Services representative.

Do you have a course to reuse for another term? Are you teaching two courses simultaneously and would like to copy the template? Then Faculty Course Copy is your solution! The Faculty Course Copy tool enables you to reuse course templates and course content entered into a course template for another course or term. This saves you time from recreating course content and setting up a course template.

## Design Tips:

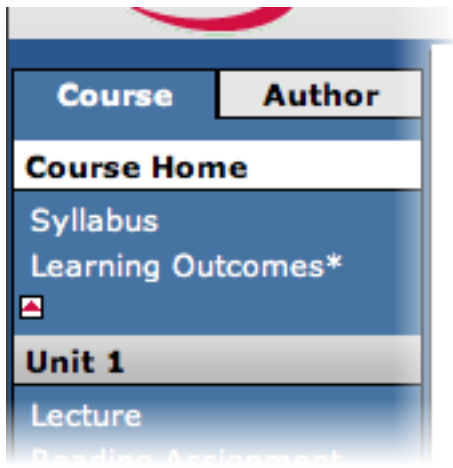
Currently, you can copy one course at a time using Faculty Course Copy.

- Some course content items only copy over instructor postings, such as: DropBox and Webligraphy.
- You can only copy from courses and into course shells in which you are enrolled.
- You can only copy one course at a time.
- Open Faculty Course Copy

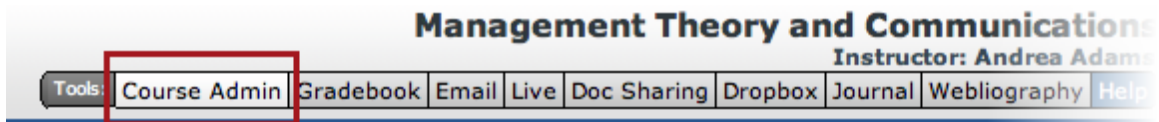
In the navigation tree, click the Author tab. On the Tools menu, click Course Admin. Click Faculty Course Copy.

## Open Faculty Course Copy

1. In the navigation tree, click the **Author** tab.



2. On the Tools menu, click **Course Admin**.



3. Click **Faculty Course Copy**.

## Course Admin

Course Information & Preferences | Course Enrollment | Group Management

### Course Information & Preferences

<a href="#">General Information &amp; Settings</a>	Edit general preferences.
<a href="#">Style Manager</a>	Customize the course appearance.
<a href="#">Enable/Disable Tools</a>	Enable or disable course tools.
<a href="#">Threaded Discussion Preferences</a>	Edit locking and posting options.
<a href="#">Course Scheduler</a>	Assign/modify course dates.
<a href="#">Survey Report Wizard</a>	Access survey reports.
<a href="#">Faculty Course Copy</a>	Full course copy.

4. Select a course to copy.
  - a) In the drop-down lists provided, specify the course and term to copy.
  - b) (Optional) Select the check box for specific course content you want copied. Note, the system only copies over instructor postings for Doc Sharing and Weblibliography. This means, any entries made by a student for Weblibliography and DropBox will not copy over.

#### Course Admin

Course Information & Preferences

Course Enrollment

Group Management

#### Faculty Course Copy

### Copy All Content

Note: You will only be able to copy from courses and into course shells you are or have been enrolled in.

#### Step: 1

##### Select Course to Copy

Select Source Term

Select Source Course

Syllabus  Announcements

Document Sharing (Instructor only)  Gradebook Set-Up

Weblibliography (Instructor only)

Note: Document Sharing and Weblibliography will only copy instructor postings.

#### Step: 2

##### Select Destination Shell

Select Term

Select Shell

4. Select a destination shell. In the drop-down lists provided, select the destination term and shell to which you want to copy the selected course.

What is a term and shell? The term is the time at which a course is available. For example, Spring 2012, Summer 2014, etc. Whereas shell refers to a titled course containing no content. For example, ENG: Creative Writing 101, MATH: Algebra 201, etc.

### Course Admin

Course Information & Preferences

Course Enrollment

Group Management

### Faculty Course Copy

#### Copy All Content

Note: You will only be able to copy from courses and into course shells you are or have been enrolled in.

#### Step: 1

##### Select Course to Copy

Select Source Term

Select Source Course

Syllabus  Announcements

Document Sharing (Instructor only)  Gradebook Set-Up

Webliography (Instructor only)

Note: Document Sharing and Webliography will only copy instructor postings.

#### Step: 2

##### Select Destination Shell

Select Term

Select Shell

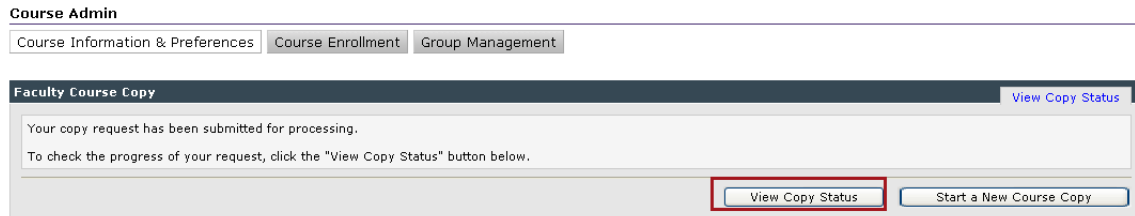
5. Click **Next**. A summary displays. Verify you have selected the correct destination for the source term and course you want to copy

The screenshot shows a web interface for copying course content. At the top right, there is a link labeled "View Copy Status". Below this, the text "course shells you are or have been enrolled in." is displayed. A large, empty rectangular area is present, likely for a list of shells. Below this area, there are two dropdown menus, both showing "t (123456)". To the left of the first dropdown, there are two checkboxes: "ments" and "Set-Up", both of which are unchecked. Below the second dropdown, there is a yellow highlighted box containing the text "y instructor postings.". At the bottom right of the interface, there are two buttons: "Back" and "Next". The "Next" button is highlighted with a red rectangular box.

6. Click **Copy Course Content**. A confirmation message displays.

The screenshot shows the "Faculty Course Copy" interface. At the top right, there is a link labeled "View Copy Status". Below this, the text "Copy All Content" is displayed. Underneath, it says "You have chosen to copy the following:". This is followed by two lines of information: "Term: Fall 2008 10 Week" and "Course: CM 415: Management Theory and Communications (123456)". Below this, it says "Into the following:". This is followed by two lines of information: "Term: Fall 2010 10 Week" and "Shell: CM 370: Management Theory and Communications (123456)". At the bottom, it says "If this is correct, click the back button below to change your selections.". At the bottom right of the interface, there are two buttons: "Back" and "Copy Course Content". The "Copy Course Content" button is highlighted with a red rectangular box.

- (Optional) Click **View Copy Status** to see your copy request listed in the system que. If you view the copy status immediately upon submitting the request, you may see a status of "waiting." If this happens, wait a couple minutes and click the View Copy Status tab to allow the system to refresh and show you the current status of your course copy.



Once a course copy request is made, the system indicates to you the following status types: Waiting, Completed, and Preprocessing Error.

**Faculty Course Copy**

**Copy Requests for Andrea Adams since 6/18/2008**

<b>Source:</b>	Spring 2008 10 Week — BS 370: Marketing Management (123456)
<b>Destination:</b>	Spring 2009 10 Week — BS 370: Marketing Management (123456)
<b>Copy ID:</b>	584905
<b>Copy Type:</b>	7/19/2008 5:45 PM MST by Andrea Adams - <b>Waiting</b>

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<b>Source:</b>	Spring 2008 10 Week — BS 375: Marketing Management (123456)
<b>Destination:</b>	Spring 2009 5 Week — BS 375: Marketing Management (123456)
<b>Copy ID:</b>	554810
<b>Copy Type:</b>	<i>Copy Items</i>
<b>Submitted:</b>	7/19/2008 1:45 PM MST by Andrea Adams - <b>Completed</b>

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<b>Source:</b>	Spring 2008 10 Week — CM 385: Management Principals (123456)
<b>Destination:</b>	Spring 2009 5 Week — CM 385: Management Principals (123456)
<b>Copy ID:</b>	475146
<b>Copy Type:</b>	<i>Copy Items</i>
<b>Submitted:</b>	7/19/2008 7:45 AM MST by Andrea Adams - <b>Completed With Errors - Details</b>

The View Copy Status summary is useful as it shows you the status of courses most recently copied. The system retains the copy status for 2 weeks only. This means, once a course is copied, you have access to view the status of the copy for 2 weeks. After that time, the status data is removed from the status summary report.

The system indicates one of the following statuses:

- Waiting** - Often this status displays when you click View Copy Status immediately after requesting a course copy. Wait a minute or two and return to the View Status page to see the current status.

- **Complete** - A successful copy displays "complete" in green text indicating the copied course completed without errors.
  - **Pre-Processing Error** - When the system encounters a problem in the course copy, it displays a processing error in red text.
8. (Optional) Click any status link for more details. In the case of an error, click the Pre-Processing link to view in more detail the status of the copy request.

#### Detail for Copy ID: 475146

<b>Source Course</b>	Spring 2008 10 Week — CM 385: Management Principals (123456)
<b>Destination Course</b>	Spring 2009 5 Week — CM 385: Management Principals (123456)
<b>Copy Type</b>	Course Items
<b>Source Course ID</b>	4060328
<b>Dest. Course ID</b>	4060305
<b>Date Completed</b>	3/22/2010 12:05:51 PM
<b>Status</b>	Completed With Errors

#### Course Export : Successful

Course Export	
Item	Status
Units	Successful
ContentItems	Successful
Exams	Successful

#### Course Import : Unsuccessful

Course Import (SourceID:4060328) (DestID:4060305)	
Item	Status
FeatureProfile	Unsuccessful
<b>UnitZeroCopy Title: Course Home</b> <b>SourceID:17868671; DestinationID:17868609</b>	
ContentItem	Successful
ContentItem	Successful

9. If you like, click **Start a New Course Copy** to start over.

**Convert Syllabus:** Successful

Convert Syllabus (SourceID:4060328) (DestID:4060305)

[Start a New Course Copy](#)