Copying a Course From One Term to Another in WebCT 6

Follow these steps to copy course content from a previous term into a new term. For clarity, the instructions in this document outline the steps for copying a course from Fall 2006 into a course for Spring 2007. Course content includes items such as PowerPoint presentations, handouts, quiz questions, etc. It does not include student enrollment.

Please note: The following procedure only applies to courses that have not yet been worked on. If you have already worked on your course and need to have it reset, please contact a member of the WebCT support team.

DETAILED STEPS

- a. Log in to WebCT.
- b. Click the title of the Spring 2007 course.
- c. Select Copy content from another course.
- d. Click Continue.



Handout 8: Copying a Course From One Term to Another in WebCT 6

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- g. You will see the **Set Up Course** message. Do not click on the screen while the Activity Bar progresses. This process will take a few seconds to a few minutes, depending on the amount of content in your course.
- h. The **Set Up Course** message will disappear automatically after the course has been copied.

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- i. Select **Do not show me this page again.**
- j. Click Done.
- k. The course copying process is now complete.

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Course Tools	Course Tools Course tools are all of the content, organizational, communication, and evaluation tools that you or another designer has added to the course menu. You use these tools to create content and learning activities. Section Instructors use these tools to present content and learning activities. Designer Tools Designer tools allow you to build and customize the course, manage files, and control the availability of content. To read information about getting started in WebCT, click the Help link at the top of the screen. Tutorials To hecome familiar with the major areas of WebCT and how to navigate around them, see the <u>kploring the Interface tutorial</u> . To me the fundamentals of building a course in WebCT, see the <u>Design Basics tutorial</u> . Done Done Done Done Done Done Done Done Done			

Need more help?

For additional assistance with copying courses or using WebCT, please contact Lisa McNeal or Joe Zellner:

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