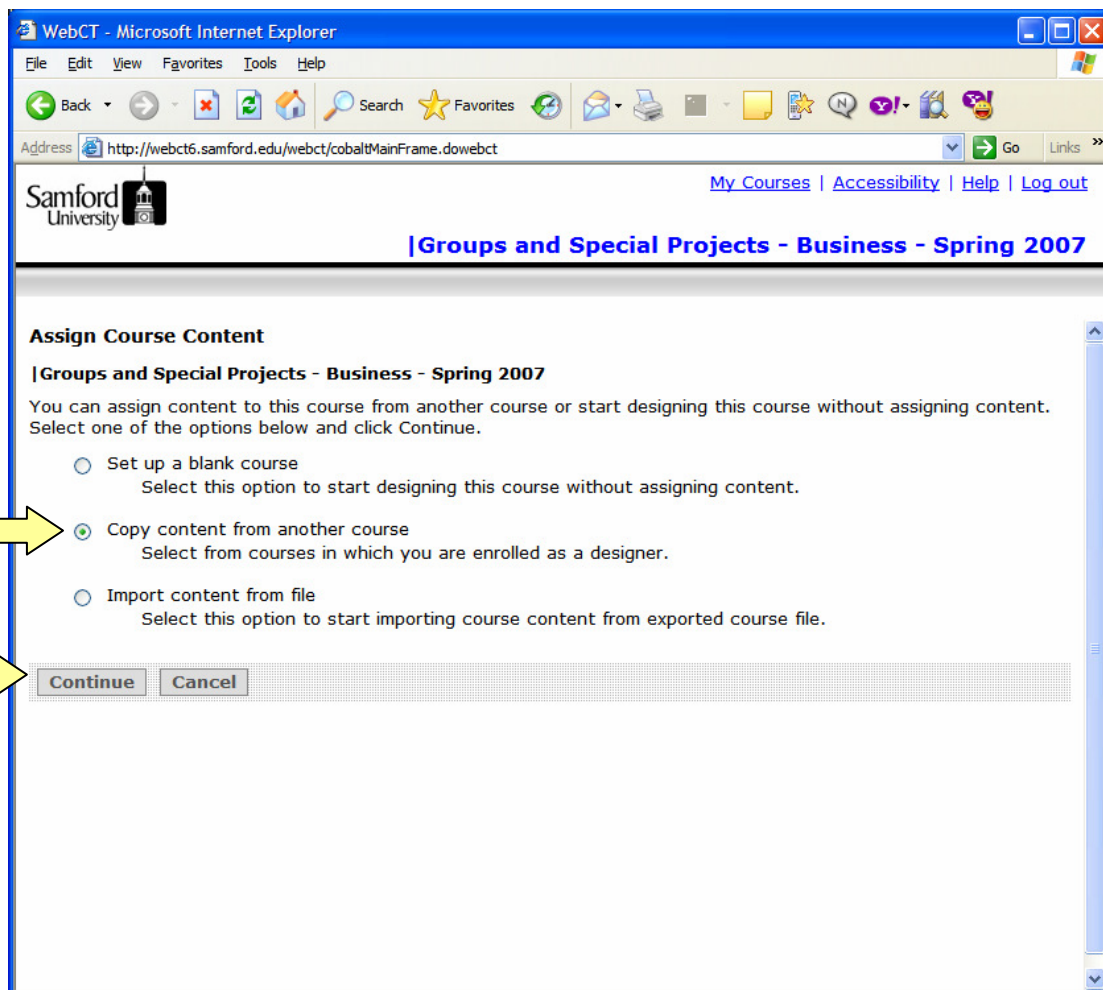# Copying a Course From One Term to Another in WebCT 6

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.
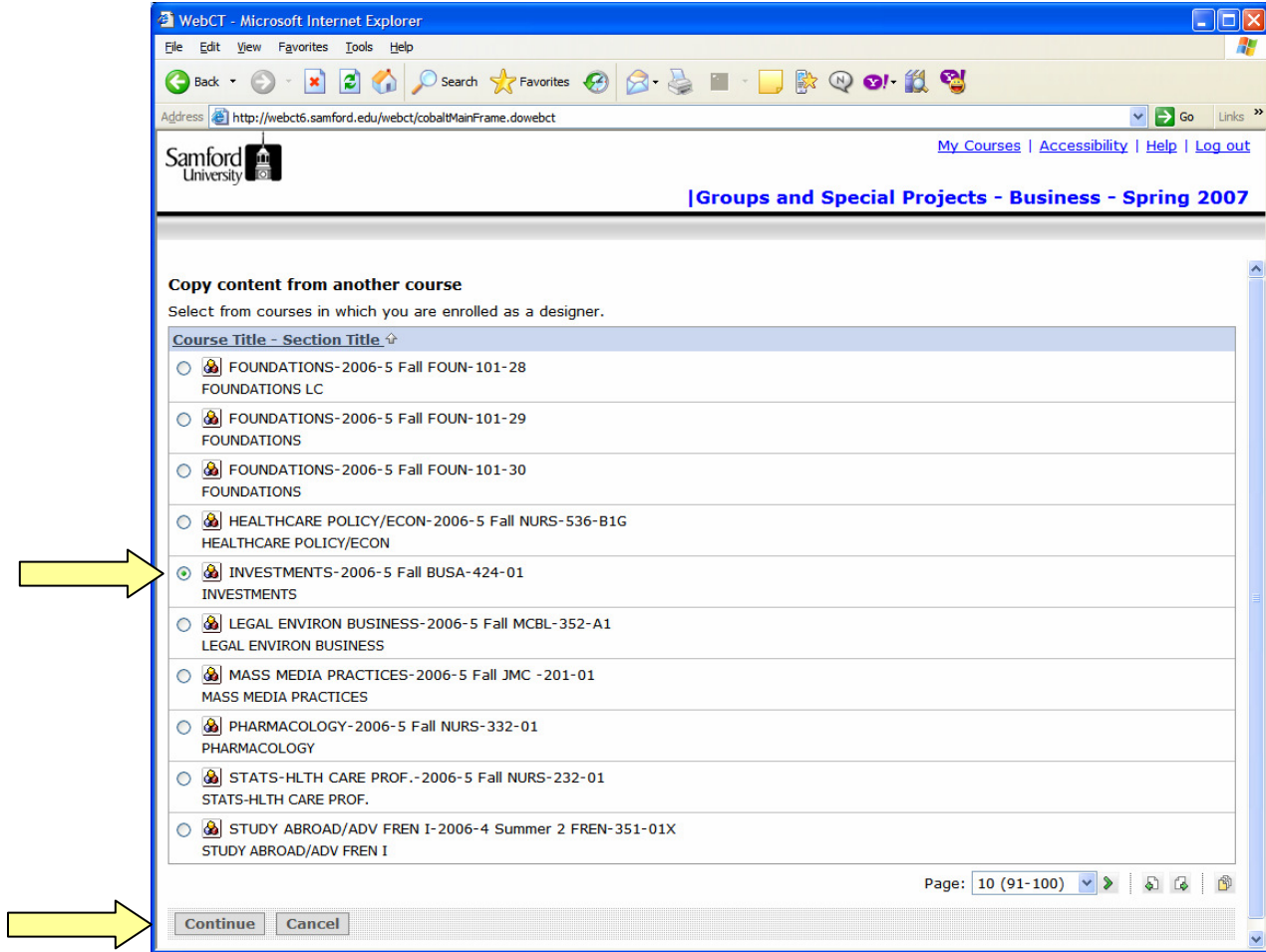
DETAILED STEPS

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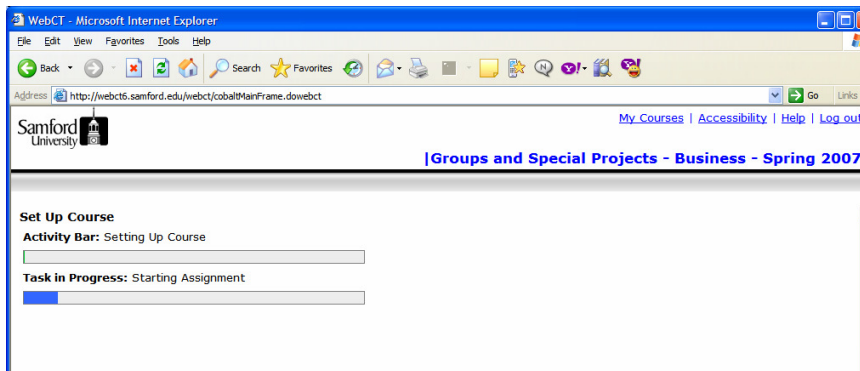   d. Click **Continue.**

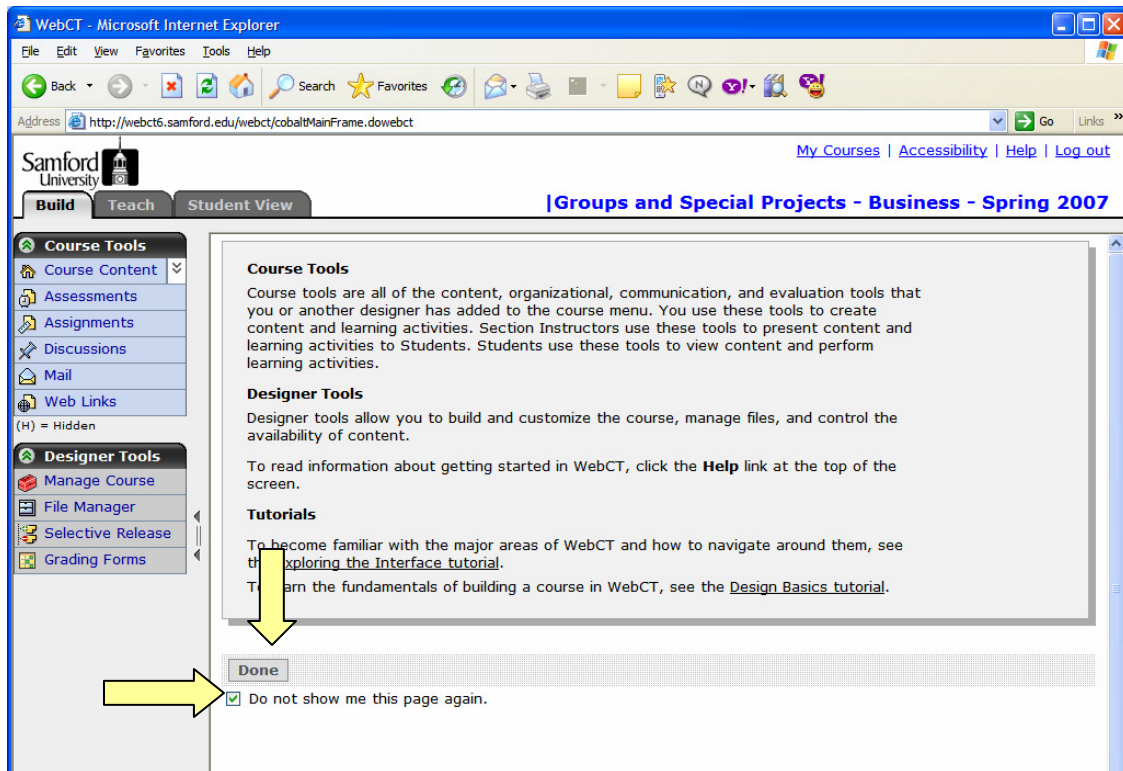   e. Select the Fall 2006 course.
      f. Click **Continue**.

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.

i.   Select **Do not show me this page again.**

j.   Click **Done.**

k.   The course copying process is now complete.

Need more help?

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

Lisa McNeal	Joe Zellner
lamcneal@samford.edu	jmzellne@samford.edu
726-2138	726-2108