

COURSE COPY

Instructors can course copy from a previously taught course into a new course. In order to copy course content in ulearn, an instructor **must be assigned** to both the source course and the destination course.

Instructions

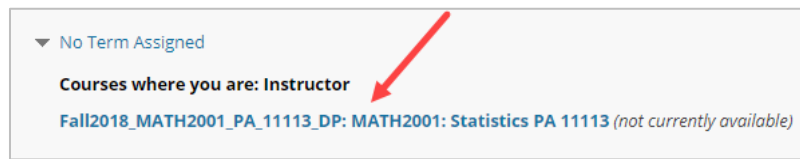
Note:

Before proceeding, we recommend the setting up of [terms in ulearn](#). Terms are a way to view up to a year (starting Fall 2019) of past courses by terms or semesters. Please review the **user guide** to learn how to enable terms.

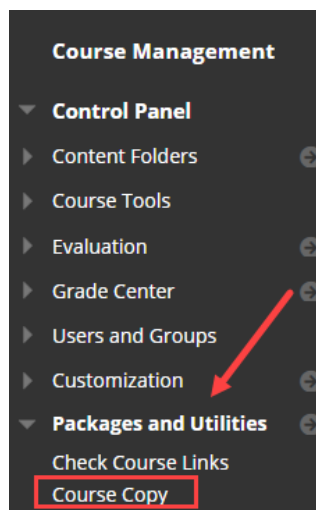
Note:

All fully online courses are, and will continue to be, copied by the College of Online Education.

1. In ulearn, go into a **past course section** in which you need a course copy from. It is very important to select the correct past course or the wrong content will be copied into your new course section.

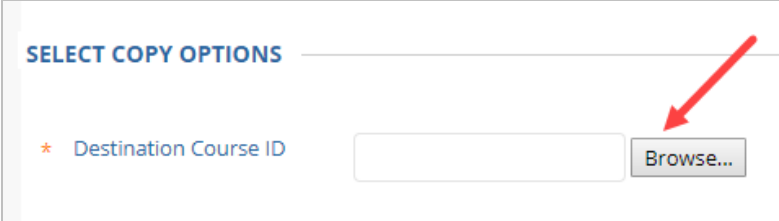


2. In the Course Management section of the ulearn course menu, expand the **Packages and Utilities** section and click **Course Copy**.



COURSE COPY

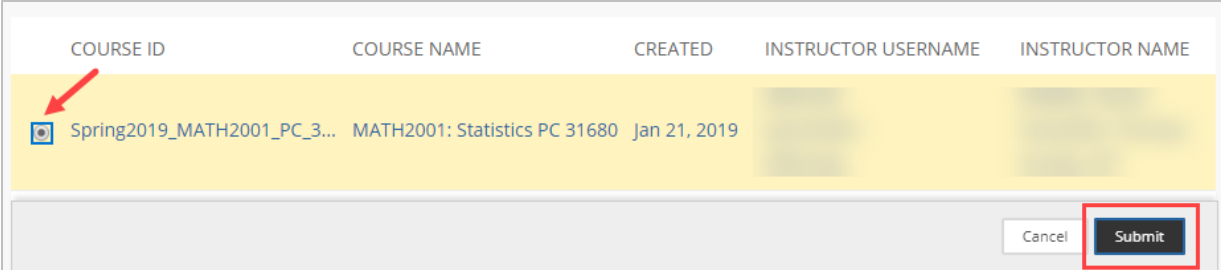
3. Click on the **Browse** button to view a list of your courses.



SELECT COPY OPTIONS

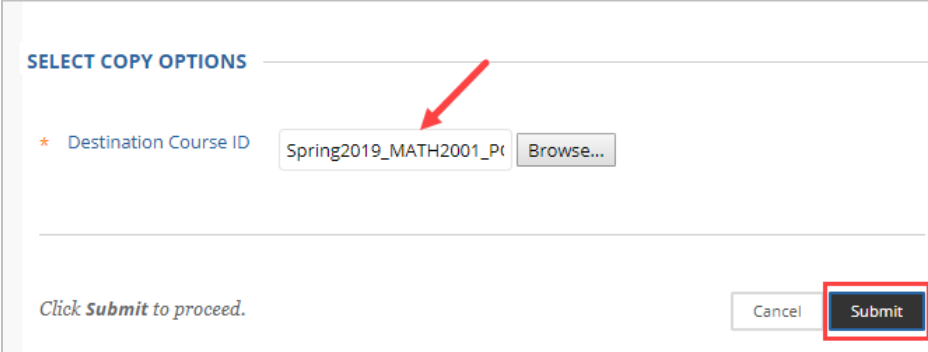
* Destination Course ID

4. In the popup window that appears, first **select the appropriate course ID** that you would like to copy to from your list of courses. Once the course is selected, click **Submit**.



COURSE ID	COURSE NAME	CREATED	INSTRUCTOR USERNAME	INSTRUCTOR NAME
<input checked="" type="checkbox"/> Spring2019_MATH2001_PC_3...	MATH2001: Statistics PC 31680	Jan 21, 2019		

5. The course ID will populate in the Destination Course ID Box. Click **Submit** again to complete the course copy process.



SELECT COPY OPTIONS

* Destination Course ID

*Click **Submit** to proceed.*

6. A message displays indicating that the course is being copied and that an email will be sent once the course copy is complete.

Success: Course copy action queued. An email will be sent when the process is complete.

COURSE COPY

Mon 4/8/2019 11:51 AM
ulearn_NoReply@jwu.edu <donotreply@blackboard.com>
Course Copy process complete. [REDACTED]

The following Course Copy process has completed: Source Fall2018_MATH2001_PA_11113_DP | Destination Spring2019_MATH2001_PC_31680_DP
The results of the process are shown below. Operation successful.

7. Repeat steps 1-6 for each course you need a course copy.

Note:

Since your course copy likely came with grade center columns you previously created, you will need to go into the grade center and delete two columns that came with the original course shell. These columns are located in the beginning of the grade center and are called: % Grade To Date and Total Points. Simply hover to the down arrow icon for the column name and choose Delete Column from the menu for those two columns.

