



COPYING CONTENT FROM ONE ELEARNING COURSE TO ANOTHER

To use the course materials you have developed in one eLearning course in another eLearning course, you will need to copy content from one to the other. The following steps may be used to move an entire course's content from a developmental course to the "live" course, or from one semester's course to another.

Before you begin the copying process, make sure you are a designer in the course you want to copy and that you know the exact title of the course you want to copy as listed in your eLearning Course List.

Note that the following content may not copy:

- Third-party content, such as Turnitin, Tegrity, and eInstruction clicker links and information
- Student information and submissions
- Discussion messages

1. To enter an eLearning course section, go to your **Course List** and click on the name of the class.



Assign Course Content

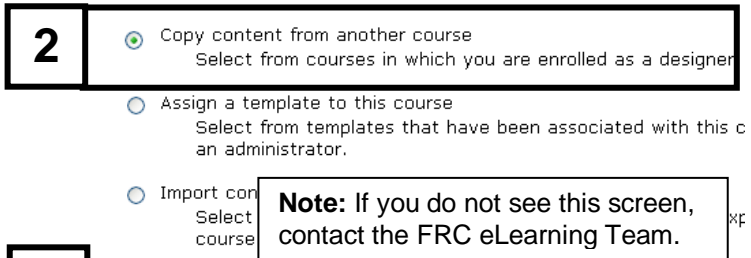
FRC 101 - rshuttle06

You can assign content to this course from another course or start design course without assigning content. Select one of the options below and click Continue.

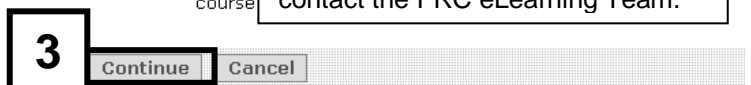
- Set up a blank course
Select this option to start designing this course without assigning content.

The first time you open an eLearning course, you will be asked to assign course content. Please pay careful attention to your choice.

2. Choose **Copy content from another course** to copy content from an existing eLearning course.



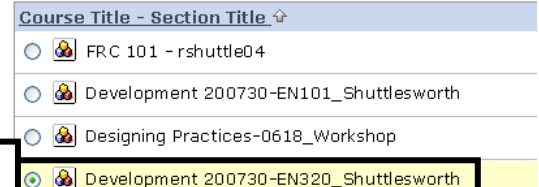
3. After you have selected this option, click on **Continue**.



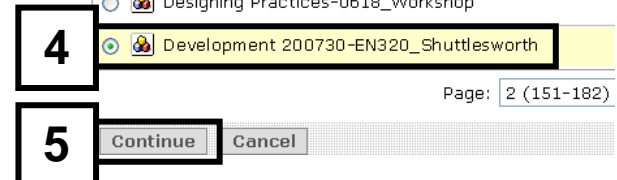
4. Choose the eLearning course will be the source of your course content.

Copy content from another course

Select from courses in which you are enrolled as a designer.



5. After you have selected the course from which you want to copy content, choose **Continue**. At this point, your course content will be copied into the course. This process may take several minutes.



To learn more about eLearning, contact the eLearning Team at 348-ELEARN (3532) or elearning@ua.edu
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