



Faculty Course Copy

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:

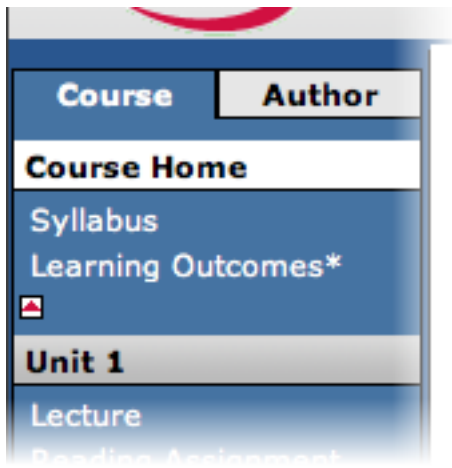
Currently, you can copy one course at a time using Faculty Course Copy.

- Some course content items only copy over instructor postings, such as: DropBox and Webliography.
- 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

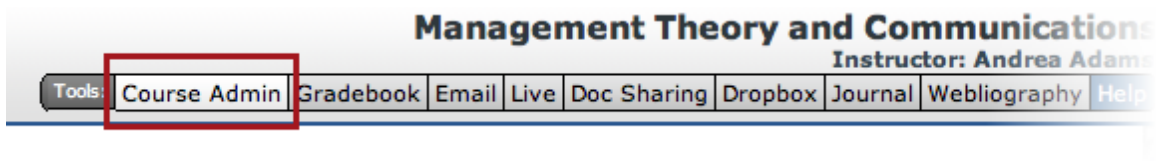
In the navigation tree, click the Author tab. On the Tools menu, click Course Admin. Click Faculty Course Copy.

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

The screenshot shows the "Course Admin" interface. At the top, there are three tabs: "Course Information & Preferences", "Course Enrollment", and "Group Management". The "Course Information & Preferences" tab is selected. Below the tabs is a table with the following rows:

Course Information & Preferences	
General Information & Settings	Edit general preferences.
Style Manager	Customize the
Enable/Disable Tools	Enable or disable
Threaded Discussion Preferences	Edit locking and
Course Scheduler	Assign/modify
Survey Report Wizard	Access survey
Faculty Course Copy	Full course copy

The "Faculty Course Copy" link is highlighted with a red rectangular box.

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 Webliography. This means, any entries made by a student for Webliography 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 Spring 2009 10 Week ▾

Select Source Course BS 370: Marketing Management (123456) ▾

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 Spring 2010 10 Week ▾

Select Shell BS 370: Marketing Management (123456) ▾

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

View Copy Status

course shells you are or have been enrolled in.

t (123456) ▾

ments

Set-Up

y instructor postings.

nt (123456) ▾

Back Next

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

Course Admin

Course Information & Preferences Course Enrollment Group Management

Faculty Course Copy View Copy Status

Copy All Content

You have chosen to copy the following:

Term: Fall 2008 10 Week

Course: CM 415: Management Theory and Communications (123456)

Into the following:

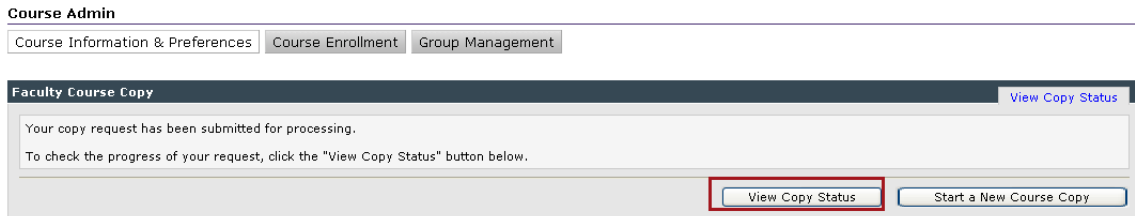
Term: Fall 2010 10 Week

Shell: CM 370: Management Theory and Communications (123456)

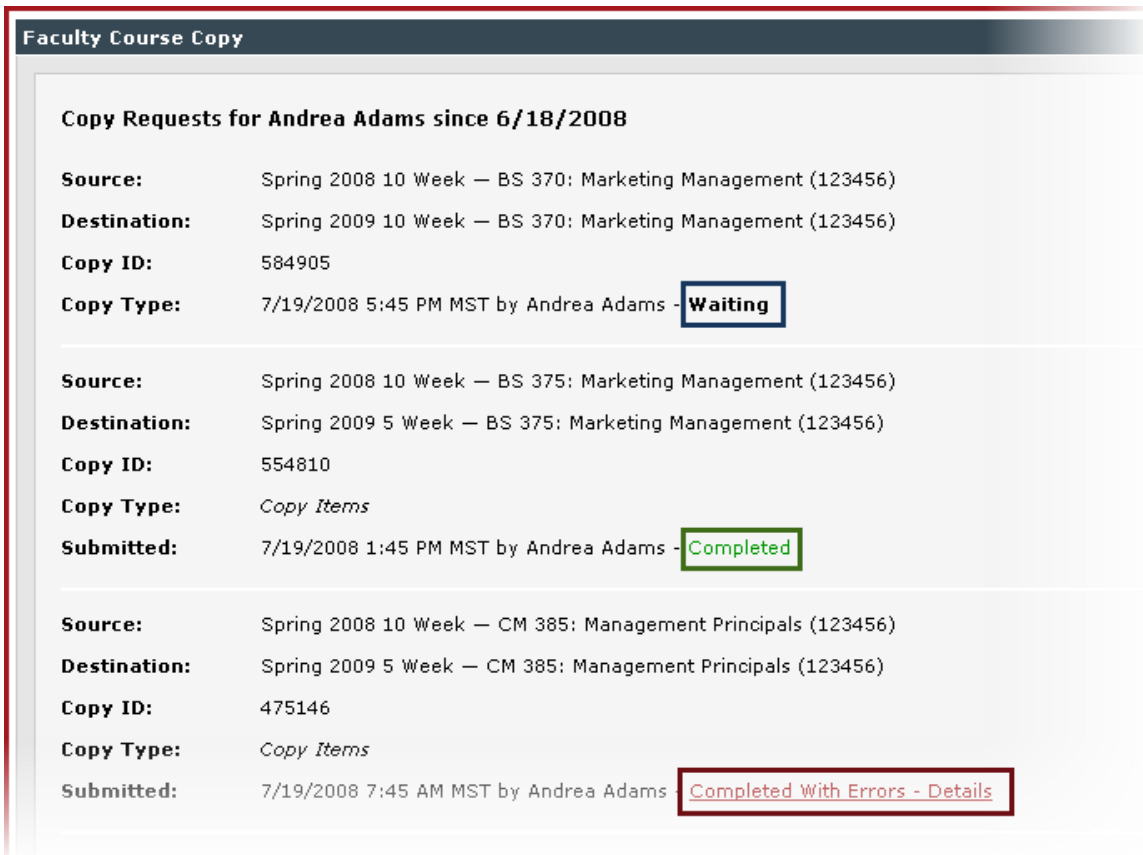
If this is correct, click the back button bellow to change your selections.

Back Copy Course Content

- (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.



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

Source Course	Spring 2008 10 Week — CM 385: Management Principals (123456)
Destination Course	Spring 2009 5 Week — CM 385: Management Principals (123456)
Copy Type	Course Items
Source Course ID	4060328
Dest. Course ID	4060305
Date Completed	3/22/2010 12:05:51 PM
Status	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
UnitZeroCopy Title: Course Home	
SourceID:17868671; DestinationID:17868609	
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](#)