Tools Menu > Course Information and Preferences >

Course Copy Tool

Using the Toolbar in PLS
Across the top of every PLS course, is a gray bar called the Toolbar.

The toolbar contains many of the administrative functions of the course in relation to the course content located in Course Home and the Weekly Units.

Course Admin
The Course Admin page is where the initial administrative setup takes place for your online course. Use the Course Admin tool to set global, course-wide preferences. Just like a traditional course, your online course requires administrative setup. Set your course preferences to access or determine general course information, course enrollment, and group management.
**Course Copy Tool**

The Faculty Course Copy Tool allows instructors to copy content directly from an existing, or “Source,” course into a new empty shell, or “Destination,” course.

To locate the Course Copy Tool, visit Course Admin, and the **Course Copy Content** link will be immediately available in the list. Click the link to view the panel below:

![Course Copy Panel](image-url)

**IMPORTANT:**

1. Begin the Course Copy process by opening the course that you wish to copy, or the **Source** course.

2. Do not develop any content prior to using the Course Copy Tool. The **Destination** course must be empty, or a Shell. The Course Copy Tool **WILL NOT** copy to a course with ANY content in it.

3. Only one course can be copied at a time.

4. Some course content items only copy instructor postings, such as Doc Sharing and Webliography.

5. Only courses in with your enrollment may be copied with the Course Copy Tools.
To copy all content:

1. Open Faculty Course Copy.
2. Select Copy All Content.
3. Click Next.
4. Select a course to copy.

   In the drop-down lists provided, specify the course and term to copy.

   (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 Doc Sharing will not copy over.

5. Select a destination shell. In the drop-down lists provided, select the destination term and the empty shell to which you want to copy the selected course content. The term is the time at which a course is available. For example, Spring 2012, Summer 2014, and so on. The shell is a placeholder, such as a titled course that contains no content. For example, ENG: Creative Writing 101, MATH: Algebra 201, and so on.

6. Verify you have selected the correct destination for the source term and course you want to copy.

7. Click Copy Course Content. A confirmation message displays.

8. (Optional) Click View Copy Status to see your copy request listed in the system queue. 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.

To copy specific content:

Select specific course content to copy over to future terms. Remember, you must be enrolled in both the source and destination course to copy course content over to current or future terms.

1. Open Faculty Course Copy.
2. Select Select Content to Copy.
3. Select the content source and destination.
   a. Specify the content source. In the drop-down lists provided, select the course from which you will copy content.
b. **Specify the destination.** In the drop-down lists provided, select the destination term and course to which you want to copy the selected content.

4. Click **Next.**

5. Either:
   a. **Add a new Lesson and copy all content.** Select the first check box at the top level for each Lesson to add a new Lesson, and copy all content into the new Lesson.

   b. **Copy specific items in the Lesson or Module.** Select the check box for every piece of content in the source course you want to copy over to the destination course. Use the available drop-down lists to specify the Lesson or Module for the content.

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

7. (Optional) Click **View Copy Status** to see your copy request listed in the system queue. 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.

**To view copy status:**

Once a request is made to copy a course or course content, the system indicates to you the following status types: Waiting, Completed, and Pre-Processing Error.

The view copy status summary is useful because it shows you the status of courses most recently copied. The system retains the copy status for two weeks. This means, once a course is copied, you have access to view the status of the copy for two weeks. After that time, the status data is removed from the status summary report.

1. Open **Faculty Course Copy.**

2. Click **View Copy Status** tab. 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 copying a course or course content, it displays a processing error in red text.

(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. If you like, click **Start Another Course Copy** to start over