Using the Faculty Course Copy Tool

The faculty course copy tool empowers instructors to duplicate a course previously taught (or a sandbox course) to reuse for the upcoming term. This puts instructors in control of what is copied and when it is copied. To use this tool, you must be enrolled as an instructor in both the source and destination courses. If you do not have an existing course to copy or need more support, contact cdefaculty@uiu.edu

1. Open the course you intend to copy.

   Confirm this course is in the desired state and is indeed the source course you want to copy for the upcoming term.

2. Click the **Course Admin** tab then

   **Copy Course Content**
3. Confirm the source term and course. The current course is preselected. Select other areas of this course to copy including syllabus, gradebook setup, document sharing, or announcements (all weekly content items will be copied).

4. Select the destination term and shell. The faculty course copy tool can only be used to copy content into a completely empty course shell, so others are not listed.

5. Click **Next** to continue.

6. Review the items to be copied. Click **Back** to make changes or click **Copy Course Content** to proceed.

7. Click **View Copy Status**

8. Confirm the process completed without errors. It may take up to 48 hours. If errors were reported, contact cdefaculty@uiu.edu