uiuLearn TUTORIAL

This tutorial will demonstrate how to copy an existing shell into a new shell.

> **IMPORTANT** – uiuLearn course copying does not overwrite any information. It appends the data. So, be sure to check your course before you copy to ensure you will not duplicate anything. There is another tutorial available with instructions on how to completely clear out your course if you are starting from scratch.

STEP 1>   Access the course shell for the upcoming course you will teach.

STEP 2>   Click "More Tools" in the upper right corner; then select "Course Admin" from the dropdown menu.
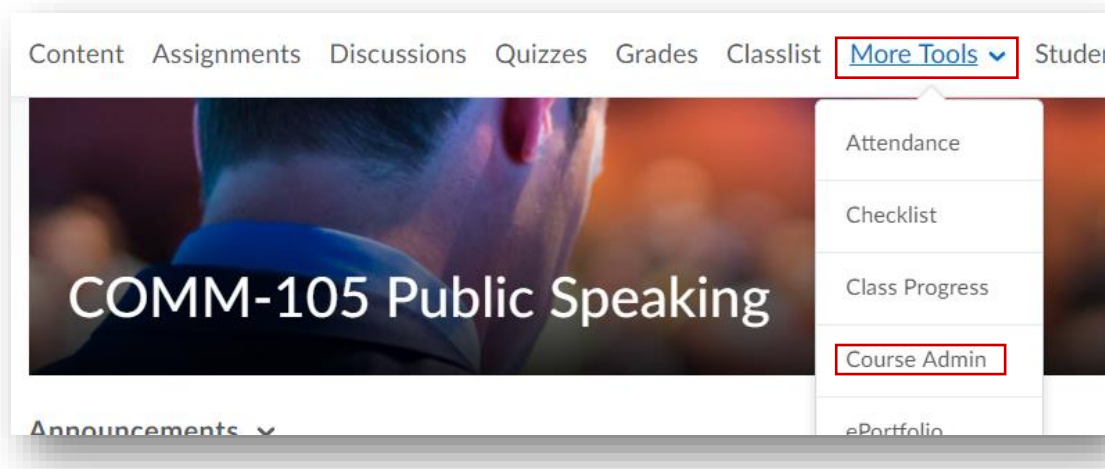
STEP 3>   Click "Import/Export/Copy Components".
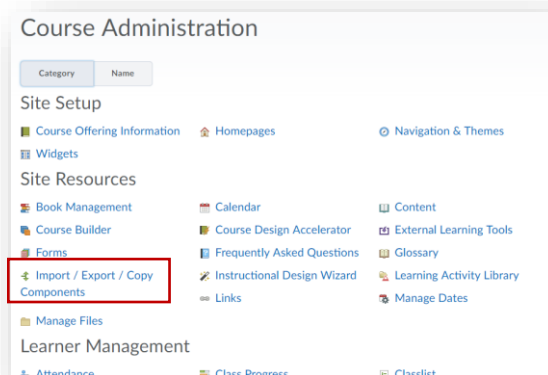
STEP 4> On the next screen, ensure "Copy Components from another Org Unit" is selected, then click "Search for offering" which will bring up a search window.

Import/Export/Copy Components

What would you like to do?

⦿ Copy Components from another Org Unit
What is an Org Unit?

Course to Copy:

[Search for offering]

✓ Include protected resources

◯ Copy Components from Parent Template
What is a Parent Template?

✓ Include protected resources

STEP 5>   To select the course offering you wish to copy from, you can type the course info into the search box, then click the magnifying glass to search.

Once you have identified the course you wish to copy, select its radio button, and click "Add Selected."

STEP 6> This will populate the Course to Copy into the appropriate location (please confirm your course selection at this time); then click "Select Components" or "Copy All Components."

Import/Export/Copy Components

What would you like to do?

- ● **Copy Components from another Org Unit**
  What is an Org Unit?

  Course to Copy:

  MASTER Intro Cmptr Appl and Tech ✕
  ✓ Include protected resources

- ○ **Copy Components from Parent Template**
  What is a Parent Template?

  ✓ Include protected resources

- ○ **Export Components**
  Should I include course files?

  ✓ Include course files in the export package

- ○ **Import Components**

  Select a component source:

  Copy All Components   **Select Components**

IMPORTANT – If you are teaching a general education or face-to-face course, you will want to choose 'Select Components' and exclude 'Attendance', Gen Ed 'Rubrics', and the Gen Ed Task 'Assignment' to ensure you do not put duplicate attendance registers, assessment rubrics or Gen Ed Tasks in a course!

STEP 7>   If selecting individual components, proceed to click checkboxes and/or radio buttons next to the items you want to copy.

Choose Components to Copy

▷ Show the current course components

☐ Select All Components

- ☑ **Checklists** (9 item(s))
  - ⦿ Copy all items
  - ○ Select individual items to copy
- ☑ **Content** (86 item(s))
  - ⦿ Copy all items
  - ○ Select individual items to copy
  - ☑ Include associated files
- ☐ **Content Display Settings**
  - ⦿ Copy all items
- ☐ **Discussions** (28 item(s))
  - ⦿ Copy all items
  - ○ Select individual items to copy
  - ☑ Include associated files
- ☑ **Assignments** (30 item(s))
  - ○ Copy all items
  - ⦿ Select individual items to copy
  - ☑ Include associated files
- ☐ **Grades** (72 item(s))
  - ⦿ Copy all items
  - ○ Select individual items to copy

Click the small + icon to expand selections and pick specific items.

Select Assignment Submission Folders

Select Assignment Submission Folders to Copy

☐ Select All
Expand All Collapse All

⊞☑ Week 1
⊞☑ Week 2
⊟☑ Week 3
  ☑ W3: Exercise A. Advanced Text Formatting
  ☑ W3: Project A. Spreadsheet Processing
  ☐ W3: Project B. Graphics Editing
⊞☐ Week 4
⊟☑ Week 5
  ☑ W5: Exercise A. Presentation Software
  ☐ W5: Project A. Advanced Spreadsheet Processing
  ☐ W5: Project B. Audio Editing
⊞☐ Week 6
⊟☑ Week 7
  ☑ W7: Exercise A. Advanced Database Management
  ☑ W7: Final Project
  ☑ W7: Project A. Database Management
  ☑ W7: Project B. Programming
⊞☐ Week 8

[Continue] [Go Back] [Cancel]

STEP 8> After you complete your selections, the copy process will begin. A progress bar will appear until the process is complete. Do not attempt any other actions in uiuLearn until the copy process is complete.

Copy Course Components History

MASTER Intro Cmptr Appl and Tech
Copy Selected Components Started: Travis.Hunt, Friday, July 28, 2017 11:14 AM
CDT

The copy is queued, please wait for processing...

STEP 9> When the copy process is complete, you will see a "Copy Completed" message with timestamp and green checkmark. You can click on the checkmark area to see a detailed history of what you copied.

Copy Course Components History

MASTER Intro Cmptr Appl and Tech
Copy Selected Components Started: Travis.Hunt, Friday, July 28, 2017 11:14 AM
CDT

Copy Completed: Jul 28, 2017 11:14 AM

Copy Another Package   **View Content**
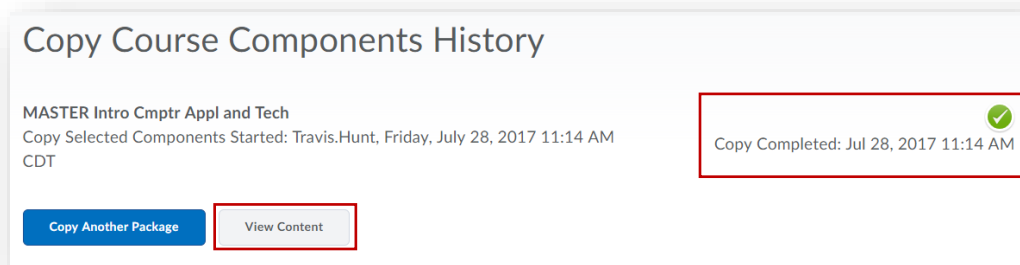
You should then click "View Content" to ensure all items were copied successfully.

STEP 10> Once you have verified the content, your copy is complete!