

uiuLearn TUTORIAL

UIULEARN SESSION TRANSITION INSTRUCTOR GUIDE > HOW TO COPY A COURSE

This tutorial will demonstrate how to:

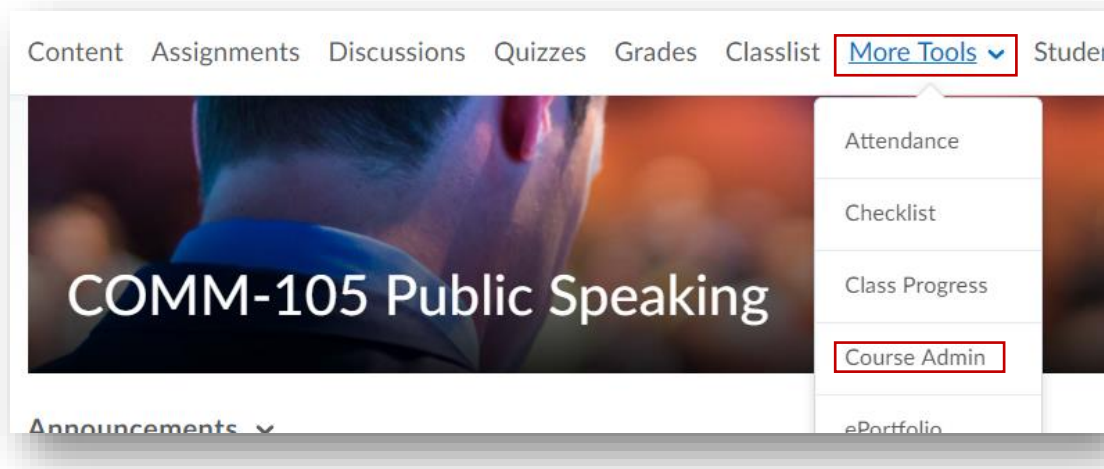
- 1) [Copy your existing course into the upcoming term course shell](#)
- 2) [Update your course syllabus in uiuLearn](#)
- 3) [Update course dates](#)

COPYING YOUR COURSE

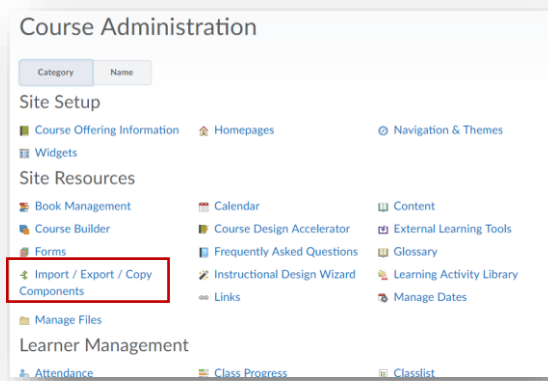
IMPORTANT – uiuLearn course copying does not overwrite any information. It appends the data. So, be sure to check your course before you copy to ensure you will not duplicate anything. There is another tutorial available with instructions on how to completely clear out your course if you are starting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

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.”

Select Course Offering - Google Chrome

Secure | <https://upperiowatest.brightspace.com/d2l/common/popup/popup.d2l?ou=9185&queryString>

Select Course Offering

Search For...

8,455 Search Results [Clear Search](#)

	Offering Code ▲	Offering Name	Department
<input checked="" type="radio"/>	10102996_MASTER_CS-102	MASTER Intro Cmptr Appl and Tech	Development
<input type="radio"/>	10292097_MASTER_MATH-220	MASTER Elementary Statistics	Development
<input type="radio"/>	10382456_MASTER_CS-212	MASTER Operating Systems	Development
<input type="radio"/>	10382459_MASTER_IT-310	Networking	Development
<input type="radio"/>	10438592_MASTER_COMM-105	MASTER Public Speaking	Development
<input type="radio"/>	10701702_MASTER_CS-342	MASTER Human Computer Interaction	Development

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 X

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:

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.

The screenshot shows a dialog box titled "Choose Components to Copy". It features a list of component categories with checkboxes and radio buttons for selection. The categories and their options are:

- 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.

The screenshot shows a dialog box titled "Select Assignment Submission Folders". It features a tree view of assignment submission folders with checkboxes for selection. The folders and their options are:

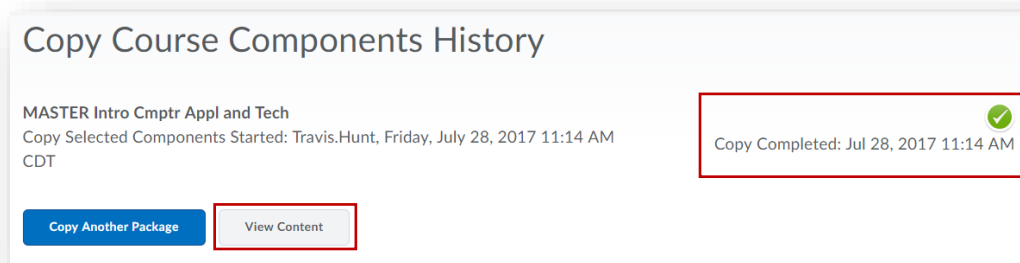
- Select All**
- [Expand All](#) [Collapse All](#)
- Week 1**
- Week 2**
- Week 3**
 - W3: Exercise A. Advanced Text Formatting
 - W3: Project A. Spreadsheet Processing
 - W3: Project B. Graphics Editing
- Week 4**
- Week 5**
 - W5: Exercise A. Presentation Software
 - W5: Project A. Advanced Spreadsheet 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**

Buttons:

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.



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.

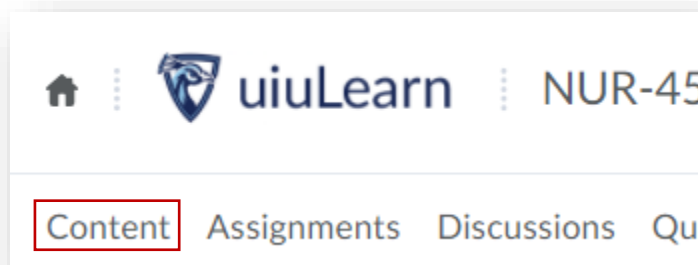


You should then click “View Content” to ensure all items were copied successfully.

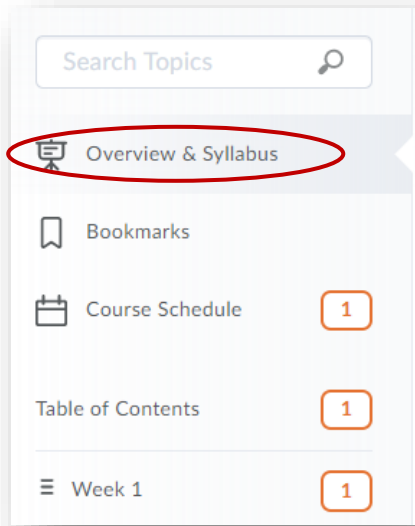
STEP 10> Once you have verified the content, your copy is complete! We will next update the syllabus.

UPDATING YOUR SYLLABUS IN UIULEARN

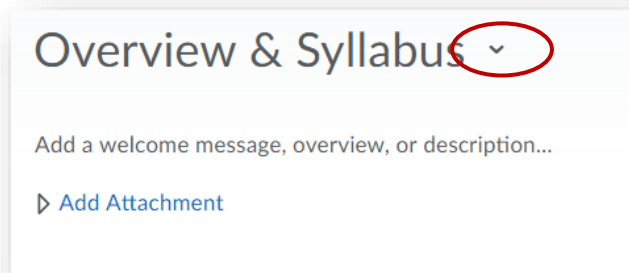
STEP 1> Access your course in uiuLearn. Click the ‘Content’ tool.



STEP 2> Click on 'Overview & Syllabus'



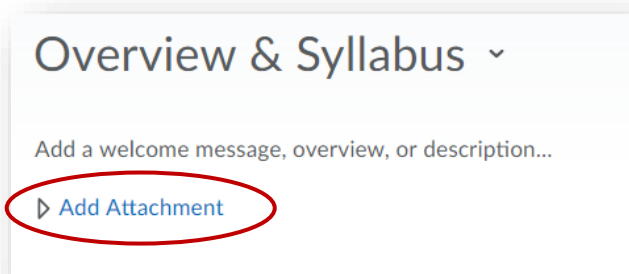
STEP 3> If there is already a syllabus listed, click the dropdown arrow next to 'Overview & Syllabus' and remove the attachment.



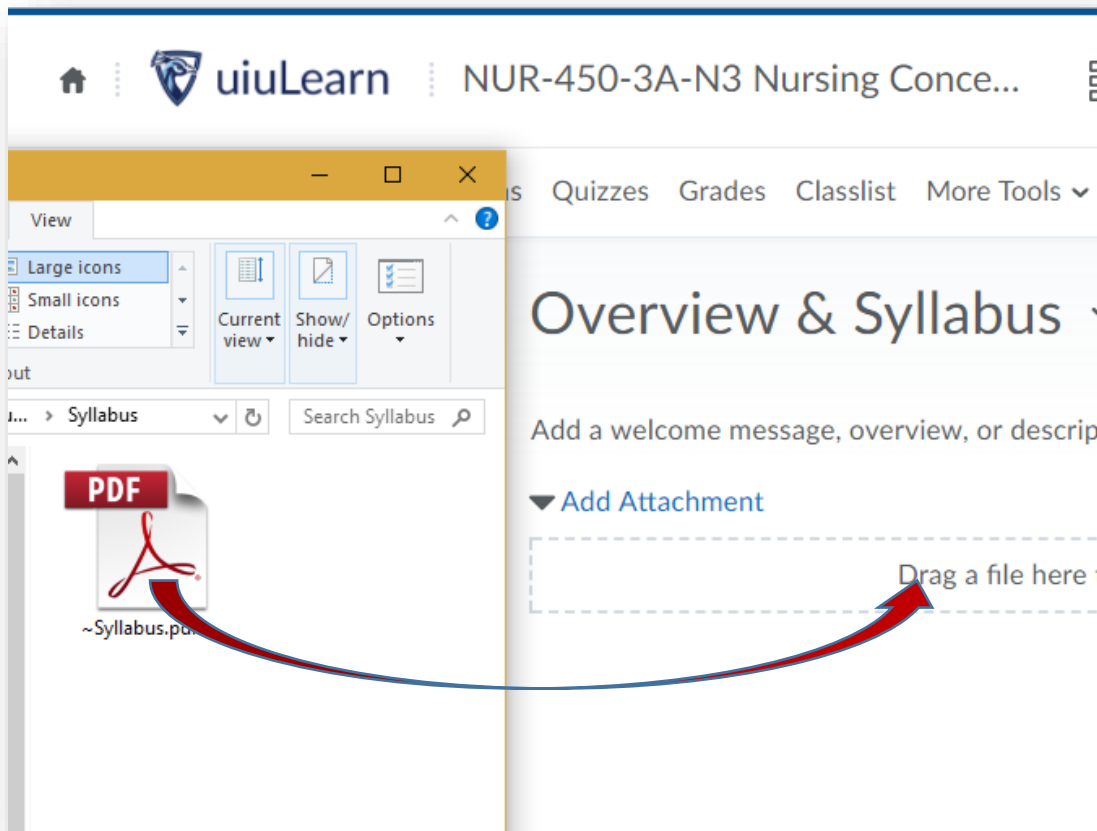
STEP 4> Shrink the browser window you are using to access uiLearn in the upper right corner (click the two-square image). This will allow you to re-size and move the window so you can access your updated syllabus.



STEP 5> Click on Add Attachment



STEP 6> Once you have located your syllabus on your computer (many individuals like to put a copy on their desktop for easiest access) simply drag the file to the designated area on the Overview page:

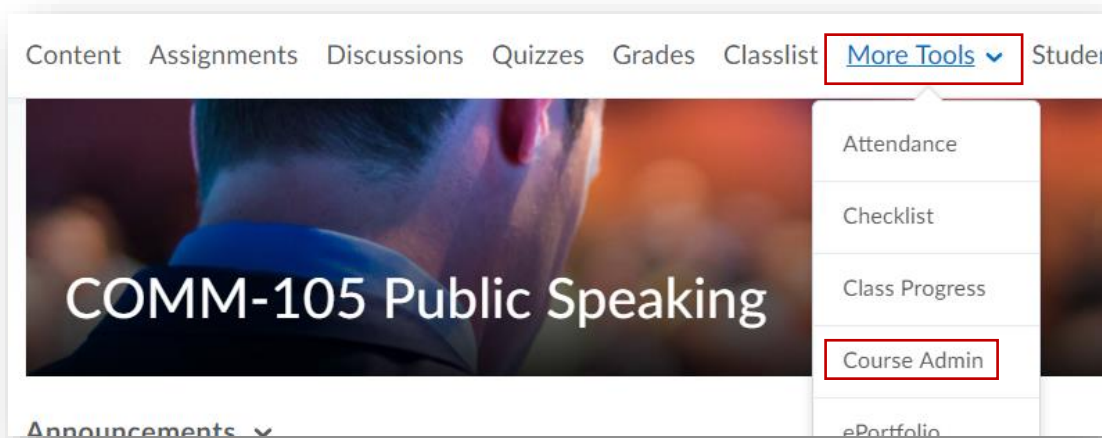


The area will change color when you're able to drop the item (release your mouse); then the overwrite (or copy) process of your course syllabus will commence.

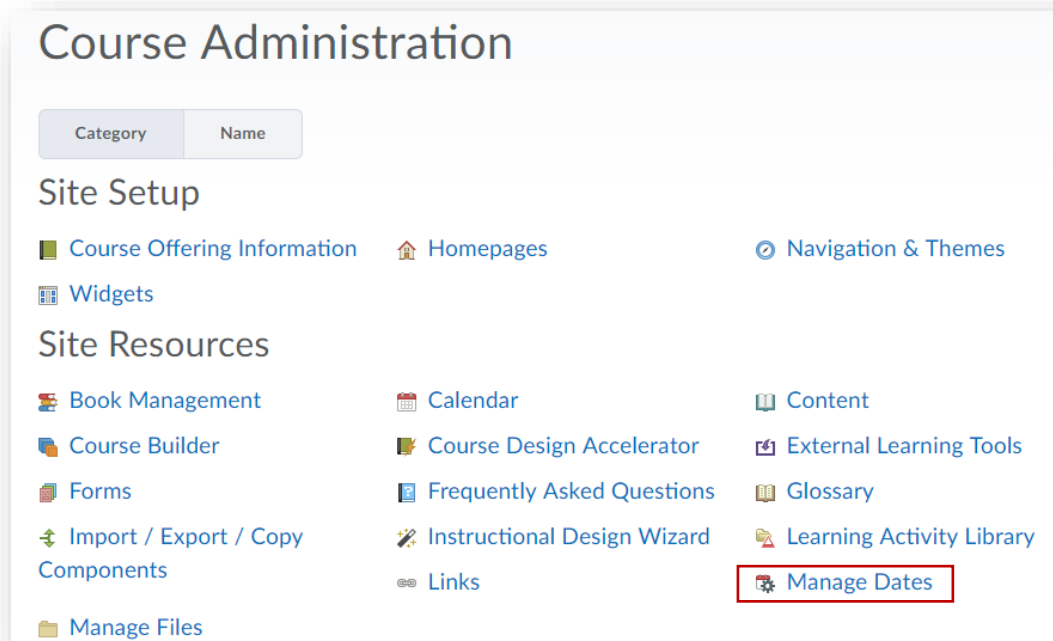
You have now updated your syllabus. We will next adjust the dates in the course.

ADJUSTING DATES IN YOUR COURSE

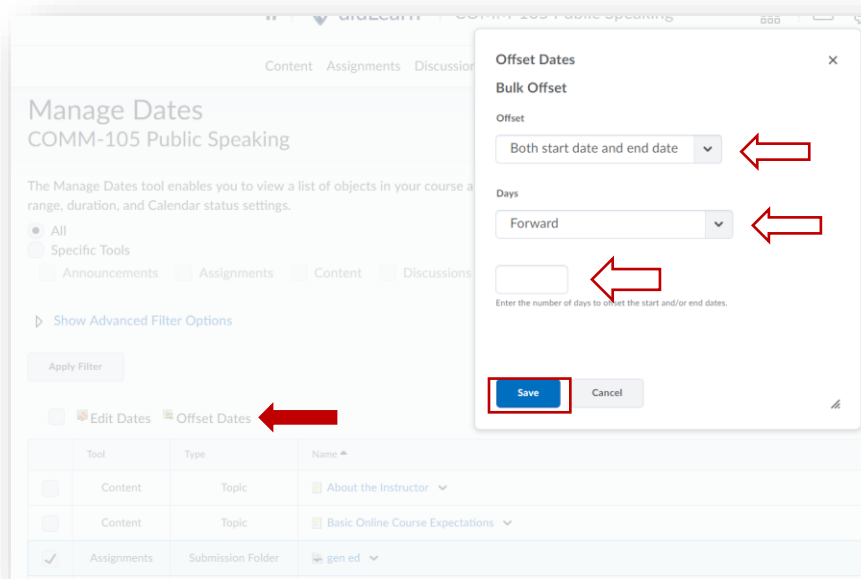
STEP 1> Access your course in uiuLearn. Click "More Tools" then choose "Course Admin" from the dropdown menu.



STEP 2> Select “Manage Dates”.



STEP 3> The Manage Dates page provides a multitude of ways to adjust the dates: you can filter by specific tool type; edit the dates one at a time; or you may select all of the items with a date assigned (start or end date – the system will show an error if you select an item with no dates assigned). Then choose “Offset Dates” to complete the Bulk Date Edit.



STEP 4> Once you have adjusted the date parameters, click “Save.”