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.
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.”

**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.

Click the small + icon to expand selections and pick specific items.
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](image)

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](image)

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.

![uiuLearn Home Page](image)
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 uiuLearn 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.”