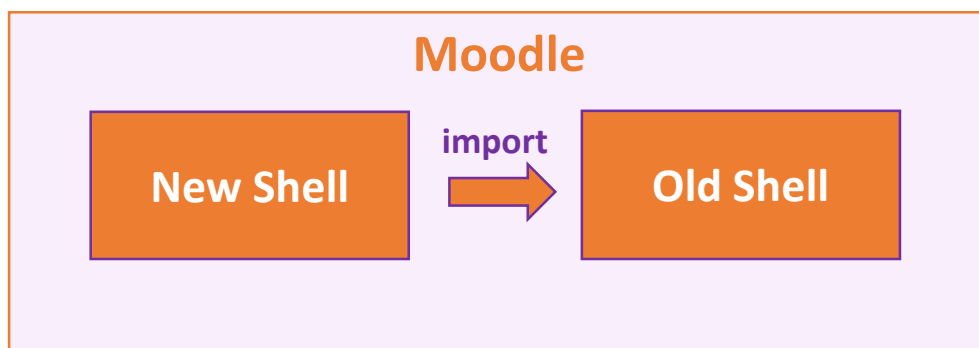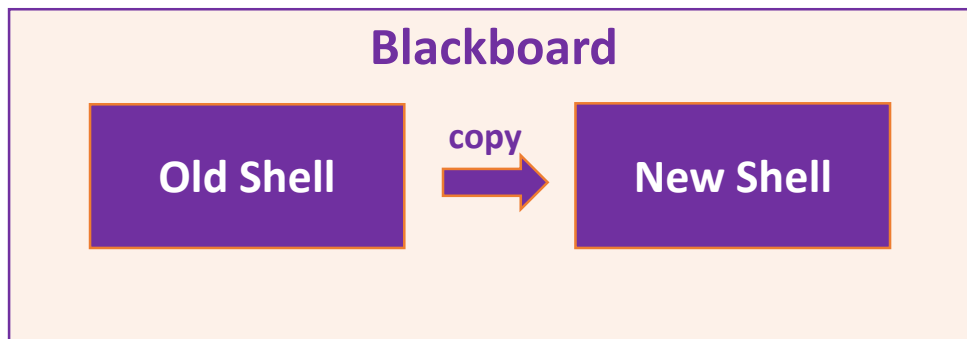# COPYING COURSES

At the beginning of each semester, you will need to copy content from a previous course into a new course shell. This will add content to a course shell, and it will not remove existing content.

Blackboard

| Old Shell | copy → | New Shell |

Moodle

| New Shell | import → | Old Shell |

1. Open the course from which you are copying materials (the old shell)

2. Below the course menu, go to **Control Panel > Packages & Utilities > Course Copy**

3. Select Copy Type: **Copy Course Materials into an Existing Course**

4. In the **Destination Course ID** field, browse for the course to which you want to copy the course materials

5. Select your course and **Submit**

6. Under **Select Course Materials,** select which materials you would like to copy (If you are copying Discussion forums, choose the option **Include only the forums, with no starter posts**.) and **Submit**

7. You will receive an email confirmation when the course copy is complete