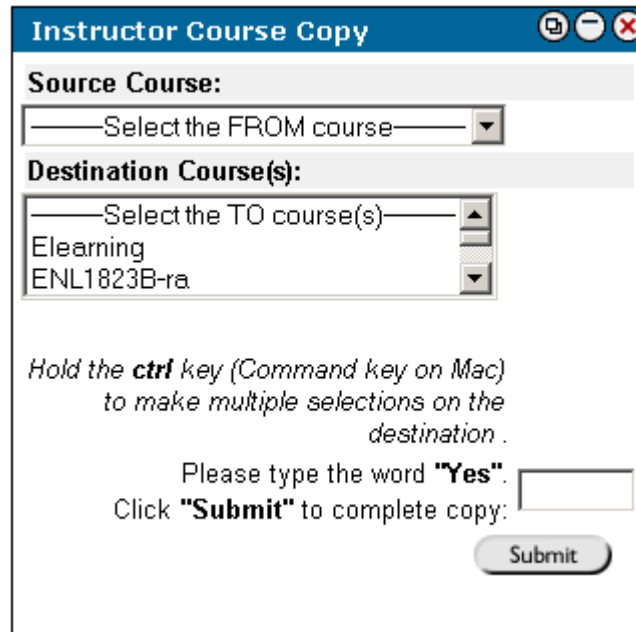


Course Copy Module

1. Description
2. Installation of this module

Instructors can now copy their own materials from course to course using the Course Copy Module, which allows you to copy materials to and from courses of which you are the instructor.



The screenshot shows a window titled "Instructor Course Copy". It contains two main sections: "Source Course:" with a dropdown menu labeled "Select the FROM course", and "Destination Course(s):" with a list box containing "Elearning" and "ENL1823B-ra". Below the list box is a text instruction: "Hold the **ctrl** key (Command key on Mac) to make multiple selections on the destination." At the bottom, there is a text prompt "Please type the word 'Yes'." followed by an empty input field, and a "Submit" button.

Once you have filled in **Yes**, you are presented with a menu to select which areas of the course you would like to copy to the new course.

Note that you still cannot create a new course for yourself – to have a course created that is not already in your profile, contact bbhelp@algonquincollege.com

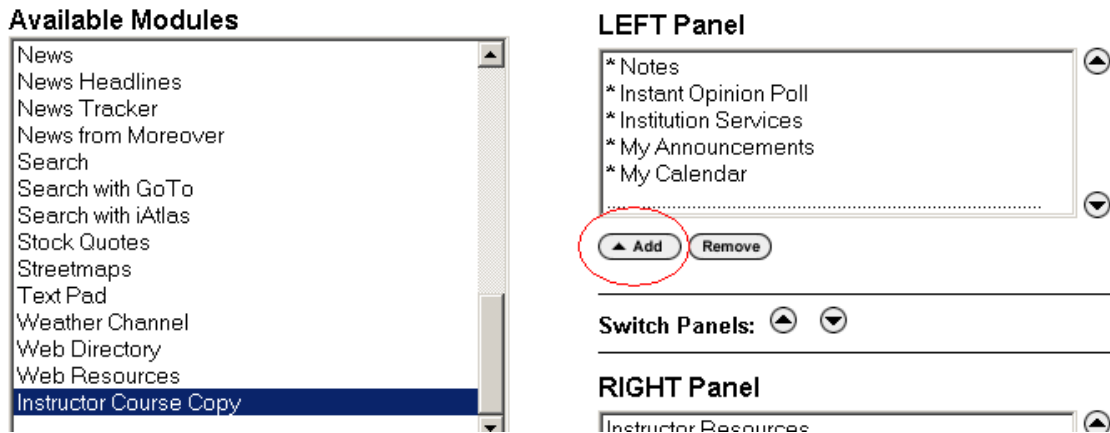
Select the areas to copy:

- | | |
|--|---|
| <input type="checkbox"/> Announcements | <input type="checkbox"/> Discussion Boards |
| <input type="checkbox"/> Assessments | <input type="checkbox"/> External Links |
| <input type="checkbox"/> Calendar | <input type="checkbox"/> Staff Information |
| <input type="checkbox"/> Categories | <input type="checkbox"/> All Content |
| <input type="checkbox"/> Course Documents | |

The custom Course Copy module is available for all staff to install on their announcements.

To install this module, click on **Content** at the top right-hand side of the Algonquin tab window.

Within **Personalize Page Layout**, select **Instructor Course Copy** and **Add** to the panel of your choice.



Rudi Aksim, Learning and Teaching Services 20/12/2001