
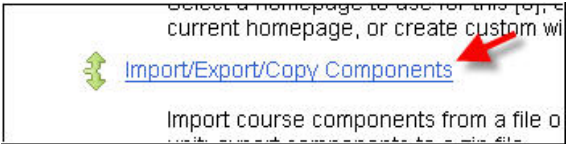

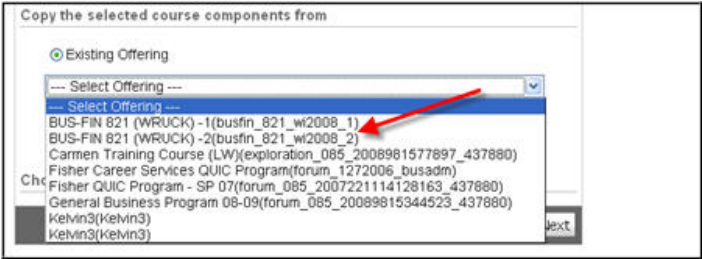

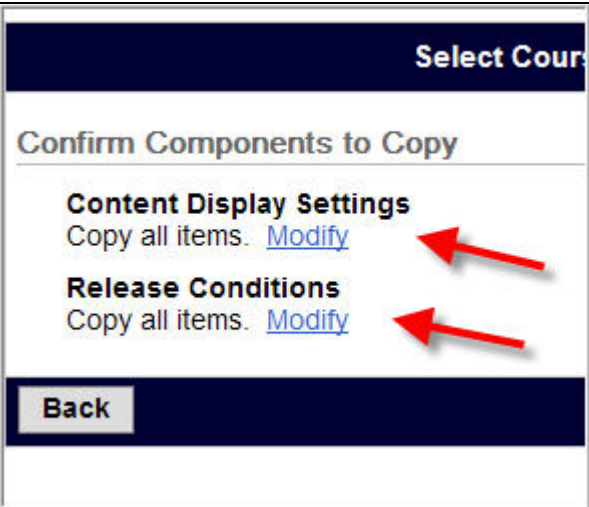



Carmen How-To Copying Course Items from Other Courses

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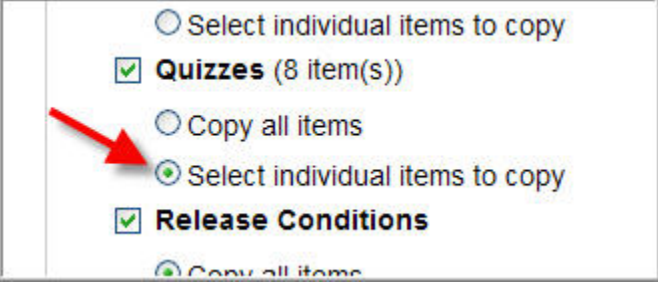
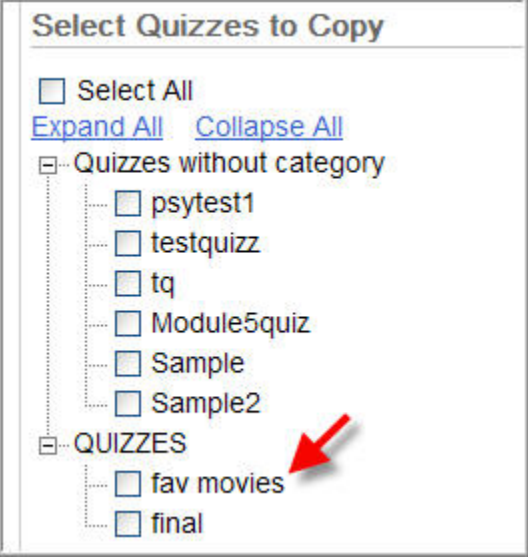
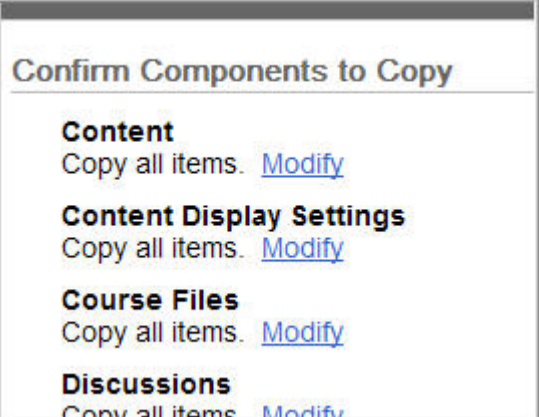


<p>First, start in the new course where you want to copy the older files to. Then select “Edit Course” from the upper right of your main course page</p>	
<p>Select Import/Export/Copy Components</p>	
<p>If you're copying components (course items) from a previous course, select “Copy Components from another Org Unit” (this allows you to access previous courses you have taught via Carmen)</p>	
<p>Use the Pull Down menu to select your Past Course</p>	
<p>You can choose to select all components (see top arrow) or selected items (arrows 2 & 3)</p>	

<p>You will then be taken to a confirmation page that allows you to review what you are copying</p>	 <p>The screenshot shows a page titled "Select Course" with a sub-header "Confirm Components to Copy". It lists two sections: "Content Display Settings" and "Release Conditions", each with the text "Copy all items." followed by a blue "Modify" link. Two red arrows point to these "Modify" links. At the bottom, there is a dark blue bar with a white "Back" button.</p>
<p>The final page of the process confirms what you have elected to copy.</p> <p>Make sure you select DONE</p>	 <p>The screenshot shows a page titled "Copy Course Components" with a sub-header "Copy Summary". It displays the following information: "From: General Business Program 08-09 (forum_085_20089815344523_437880)", "To: Carmen Video Demos (exploration_085_20085710523430_437880)", and "Content" with a green checkmark. Below this, it states "2 of 2 selected items were successfully copied." A red arrow points to the "Content" line.</p>

Copying Selected Items

Carmen now allows you to copy selected items from one course to another. In the example below, you will see how to copy selected quiz items.

<p>Instead of copying "All items," select the radio button "Select individual items to copy"</p>	 <p>A screenshot of a copy options menu. It contains four radio buttons: "Select individual items to copy" (unselected), "Quizzes (8 item(s))" (checked), "Copy all items" (unselected), and "Select individual items to copy" (selected). Below these are two checked checkboxes: "Release Conditions" and "Copy all items". A red arrow points to the selected radio button.</p>
<p>On the next page, select the quiz item(s) to copy.</p>	 <p>A screenshot of a "Select Quizzes to Copy" interface. It features a "Select All" checkbox, "Expand All" and "Collapse All" links, and a tree view of quizzes. The tree view includes "Quizzes without category" (with sub-items: psytest1, testquizz, tq, Module5quiz, Sample, Sample2) and "QUIZZES" (with sub-items: fav movies, final). A red arrow points to the "fav movies" checkbox.</p>
<p>You will then see the Confirm Selected Items page</p>	 <p>A screenshot of a "Confirm Components to Copy" page. It lists four categories: "Content" (Copy all items. Modify), "Content Display Settings" (Copy all items. Modify), "Course Files" (Copy all items. Modify), and "Discussions" (Copy all items. Modify).</p>