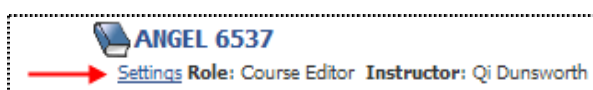


## Duplicating an Old Course (Aug. 14, 2009)

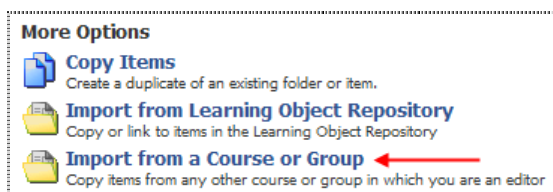
Depending on what you'd like to do with old course materials (handouts, quizzes, etc.), there are three ways to duplicate a course for the new semester.

Before you start, please make sure the name of your old course includes the year/semester information. By default, the course name only includes the course number and section number. To rename your course, in *My Profile* page click on the **Settings** link beneath this course, type in the new name in **Title**, and then **Save**. It is very important that the courses are named properly so as to avoid erasing desired course materials by accident.

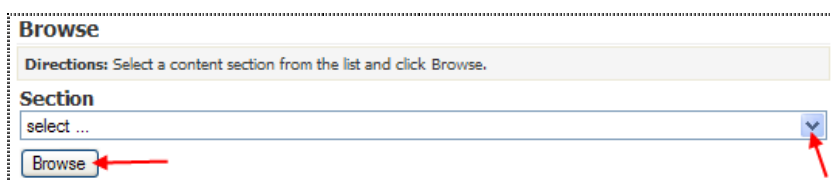


### To re-use *certain* course materials (slides, files, quizzes, etc.) under the *Lessons* tab –

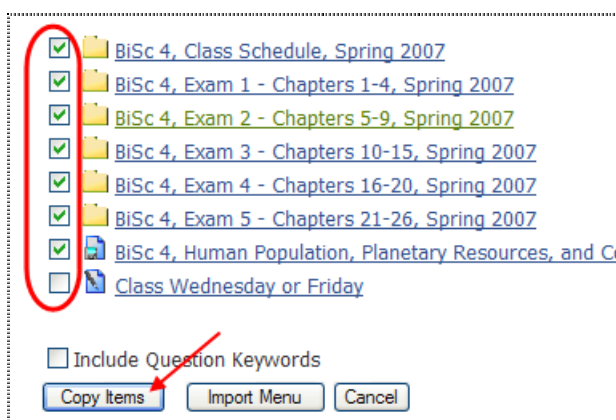
1. Enter your new course where you want old materials to be copied to. Under the *Lessons* tab, click on **Add Content**.
2. Click on **Import from a Course or Group**.



3. From the dropdown menu choose your old course and then click on **Browse**.



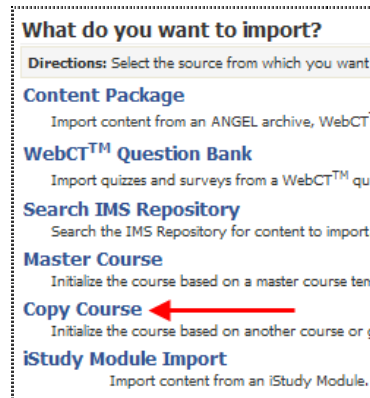
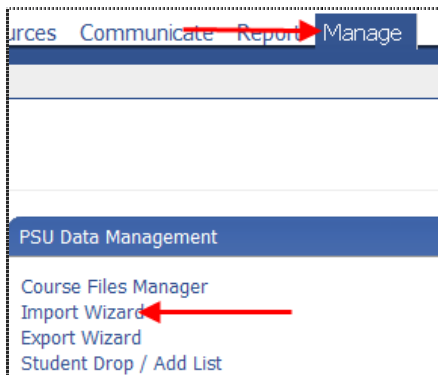
4. Check all the items that you would like to copy to the new course, and then click on **Copy Items**.



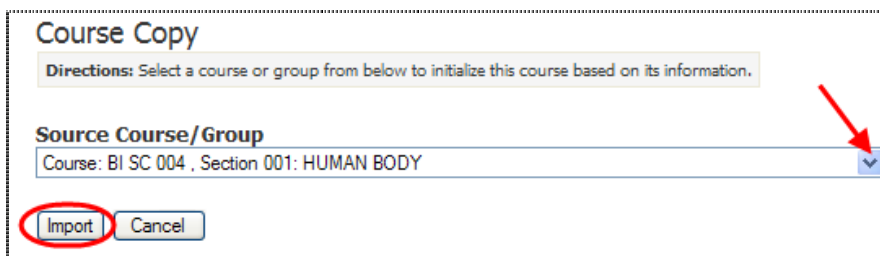
**\*Note:** This approach would not copy or import old user data such as discussion forum posts, submissions to online surveys or quizzes, neither would it duplicate the ANGEL gradebook. It will simply duplicate the selected items of the old course and place a copy of them in the new course below what's already in the new course.

### To re-use **all** course materials under the **Lessons** tab and the **gradebook** –

1. Enter the new course and click on the **Manage** tab, then the **Import Wizard**, followed by **Copy Course**.



2. From the dropdown menu, select the appropriate source course, and then click on **Import**.



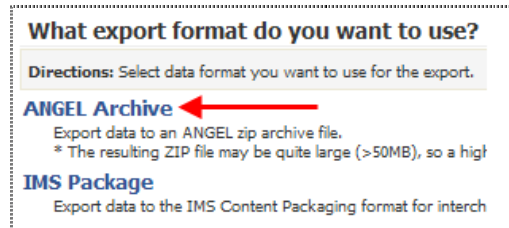
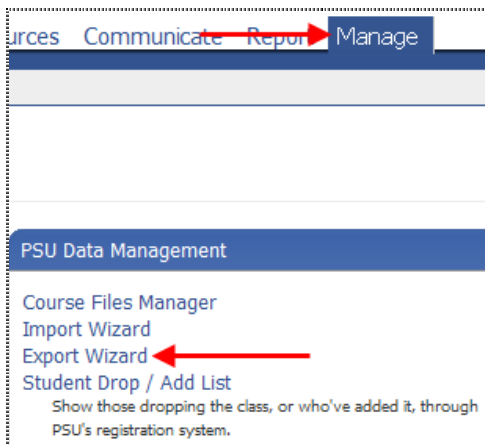
This process may take several minutes if the original course has a large size. Please be patient with this process. If you **Copy Course** again before the first one is completed, you may end up having two sets of everything. Click on **OK** when the import process is finished.

3. Return to the **Lessons** tab, you should be able to see all imported items from the old course.

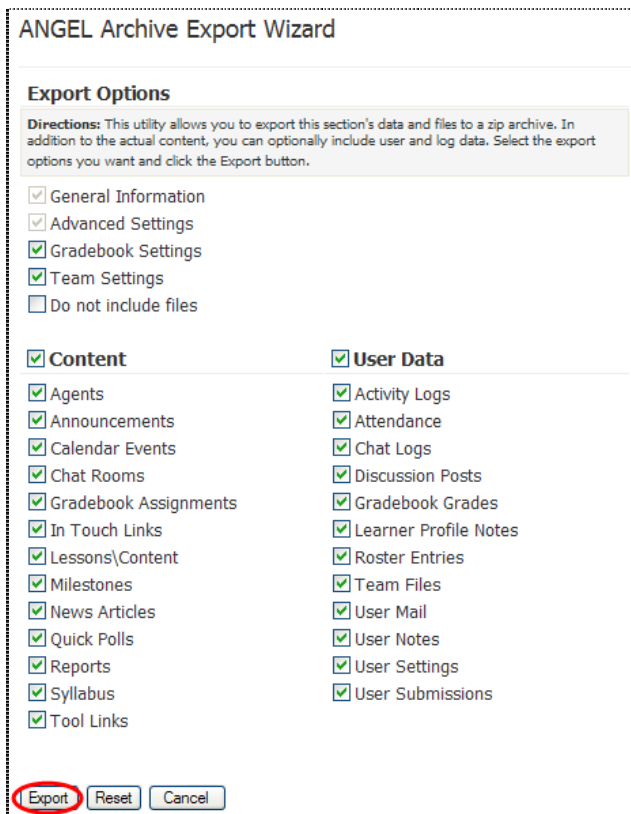
**\*Note:** This approach would not copy or import old user data such as discussion forum posts, submissions to online surveys or quizzes. However, it will copy the original ANGEL gradebook and the connections between an assignment (e.g. Quiz1) residing under the *Lessons* tab and a component inside the gradebook. The *Copy Course* approach will not erase what you have already put in the new course, it will simply duplicate the materials of the old course (and old gradebook items) and add to the existing items in the new course (and the new gradebook).

**To back up *all* course materials and user data of a course in case of losing everything before the end of the semester –**

1. Enter the course and click on the **Manage** tab, then the **Export Wizard**, followed by **ANGEL Archive**.



2. Use the default selection on this screen and click on **Export**.



3. Wait until all check marks turn green and then click on **Download File**.
4. Click on **Save** in the pop-up window to save a copy of the compressed course materials (including user data) in your computer.

**\*Note:** This compressed file (.zip) can be re-imported to the same course if all pre-existing data was lost. As an instructor, you can only restore course materials via **Import Wizard** but not user submissions or logged data. To restore user data, please contact [AngelSupport@psu.edu](mailto:AngelSupport@psu.edu).