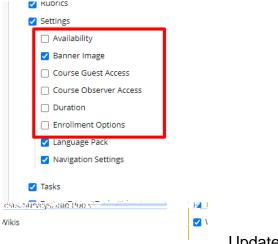
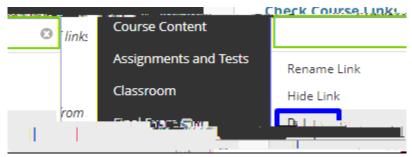
- 5. Select all the content or choose the individual pages you would like to copy over.
- 6. Make sure to deselect Announcements as the past dated announcements would copy over.
- 7. For discussion posts choose to only include only the forums, or you will have old discussion posts from previous students.

Select Course Materials
Select All Unselect All
Content Areas
✓ Start Here
Course Content
รสาวสัตว์ที่มีที่มีเหมร์สะนะ
Weekly Homework
Exams
✓ Group Project Files
✓ Student Resources
Adaptive Release Rules for Content User criteria will not be captured if enrollments are not included. Assignment submissions will not be captured if the Grade Center columns and settings are not included.

 Deselect all Settings other than Banner Image, Language Pack and Navigation Settings



- 9. You will be notified when the course copy is done by email. If you have a lot of files in your class, it will take a few minutes.
- 10. Once you receive the email go to your new course and delete any unused or duplicate menu items. Leaving unused menu items will cause confusion in your structure.



Interested in more educational tools? Check out our How-To Guides at: <u>www.ufv.ca/myclass/faculty-centre/faculty-tutorials</u> or email us at <u>asktlc@ufv.ca</u>

