4-step process to copy all content from one course to another

1. In your old course, click on Packages and Utilities and select Course Copy.

2. Type the new course id in the Destination Course ID field, e.g. 1552_2014FA.

Alternatively, click the “Browse” button, locate the new course, select it, then click Submit. The selected course id will then appear in the “Destination Course ID” field.

3. Choose “Select All” option. This will select all content including course navigation settings and banner image. Student enrollments and student assignments will NOT be copied.

4. Click Submit.

Advanced Copy Options instructions are available at: http://blogs.cornell.edu/bbhelp2/copy-reuse-content/