
Copying and Reusing Course Content

OVERVIEW

Once a course has ended, faculty tend to review and reflect on the course, the content and the activities and what content to keep for future use. If a course is ready to run again, faculty may either want to bring content from the old course into the new one, bring content into their my space area for archival purposes, or move content from their my space area into a course. Please note that a copy of all course content should reside on your local computer and not solely in myLesley.

Content is moved around for a number of reasons:

- A faculty has been assigned to a new course and has content from a former course they would like to use in its entirety.
- A course has ended and the faculty would like to archive some of the content into their my space area.
- A new course is running and the faculty would like to copy an old course into a new shell in its entirety.
- A faculty would like to archive a course and give it to a colleague for use in their course.

Content can easily be moved around in several different ways:

- Cutting and Pasting
- Using the Export & Import Course feature
- Using the Copy Course feature

Before beginning to move content around, log into myLesley and check to see if the course you are going to work with is available. Your course is auto-generated (a shell that is without content will appear twelve weeks prior to the class beginning).

Once you see the course in myLesley, familiarize yourself with the shell that has been generated:

- Go into it and review the default navigation.
- Click into different categories names (syllabus, assignments...)
- Click on Edit View in the top right hand corner to get an idea of how to add and move/copy content into different areas.
- Go into the Control Panel and familiarize yourself with the Manage Course Menu and Manage Tools feature under "Course Options."

Multiple .zip files can be imported into a single course. This means that you can Import several courses that have been Exported into the mySpace area or other course without overwriting other course information.

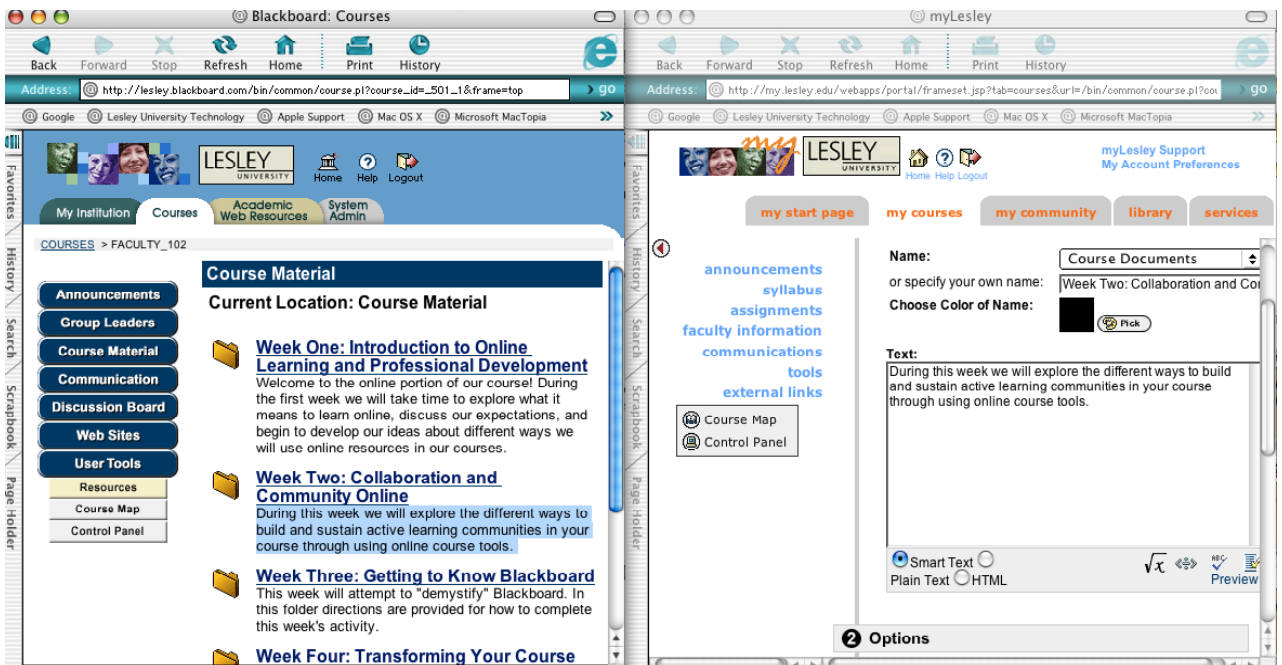
Please note: If the original course had discussion threads you may receive an error message for each one the system attempts to import. Discussion forum threads do not import. Examine the import and contact 1-888-myLesley if you need assistance.

Copying and Reusing Course Content (continued)

CUT AND PASTE CONTENT

This Copy and Paste method is recommended for moving smaller amounts of content around within a course and between courses.

1. Open the selected original course in one browser window.
2. In a separate browser window (go to File/New window) open the destination course or course shell.
3. Place both windows side by side so they are visible.



Pictured: move content from an outside source to a myLesley course.

4. Move the cursor over the outside course.
5. Highlight the text you wish to copy.
6. In the top menu bar choose **Edit/Copy**.
(The Mac keyboard shortcut is "apple C" and the PC keyboard shortcut is "CTL C").
7. Move the cursor to the myLesley course.
8. Once the cursor is in the desired spot click to drop the cursor.
9. Go to the top menu bar and choose **Edit/Paste**.
(The Mac keyboard shortcut is "apple V" and the PC keyboard shortcut is "CTL V").

Copying and Reusing Course Content (continued)

PREPARE NEW COURSE FOR IMPORT OR COURSE COPY

All new courses are created 12 weeks prior to the course start date. This course comes with a standard course shell. If you are using the copy course feature or the Archive/Import feature, it is easiest to remove the provided navigation from the new course before you begin copying or importing content.

1. Go into the new course's **Control Panel**.
2. Under "Course Options" click on **Manage Course Menu**.



The following window below will appear.

Click the Remove button to remove all of the items provided in the shell.

WARNING: If you have any content in these times they will be lost.

3. Choose OK when you are done.

See Customizing to learn how to customize a course.

These items comprise the course navigation

OK

Copying and Reusing Course Content (continued)

EXPORT COURSE

The Export Course tool is the preferred method of moving course content in myLesley. It can be used when moving medium to large amounts of content (please note that large amounts of content will take awhile), to store a copy of a course on your hard drive (it can only be opened in myLesley), or to capture content in a format that can be shared with a colleague to bring in to myLesley.

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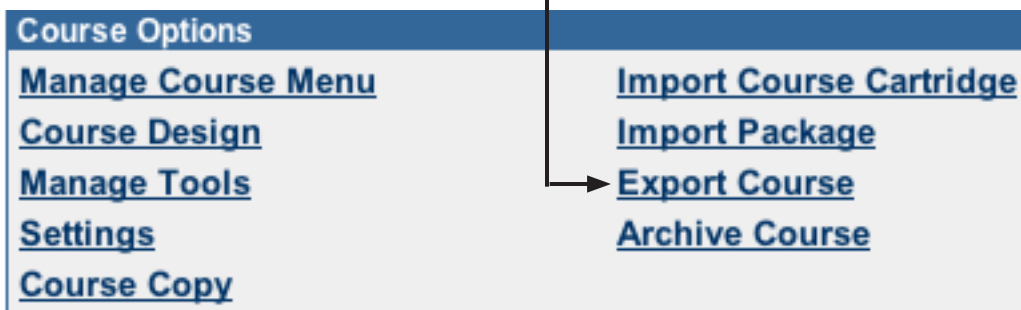
The first step is to delete the course shell navigation. Please see "Preparing the New Course for Import" or "Course Copy."


Then follow the steps below to export a course.

Please note: Discussion forum threads will not come over. You will also receive one error message for every thread or other item that does not come over. Examine the import and contact 1-888-myLesley if you need assistance.

1. In the course you wish to export, go into the **Control Panel**.

2. Under "Course Options," click **Export Course**.



3. The Export/Archive Manager will appear on screen. Click the **Export** button  **Export**

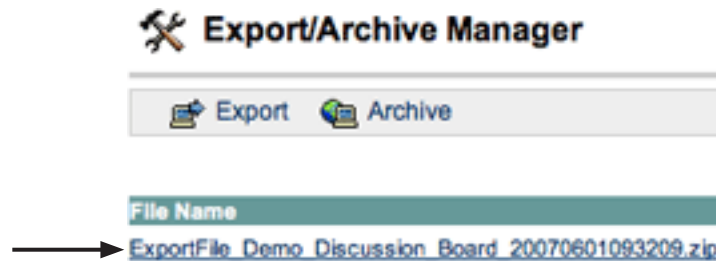
4. Select the course materials to export and click **Submit**.

Click **OK** to return to the Export/Archive Manager screen.

Copying and Reusing Course Content (continued)

A .zip file of the course materials you selected will appear in the manager window.

5. Click on the file name to download and save the course package onto your computer.



IMPORTANT NOTE: Review the file name for the file that has downloaded.

The file name should have .zip at the end of it. If it does not, rename the file and put .zip on the end.

Do not attempt to open the .zip file on your computer. This .zip file can be kept on your local computer and brought in to any new courses, multiple times.

Copying and Reusing Course Content (continued)

IMPORT THE PACKAGE

1. Login to myLesley
2. Under the “my courses” tab, enter the course the package is to be imported to.
3. Once in the course, go to the **Control Panel**.
4. In the Control Panel under “Course Options,” choose **Import Package**.



5. Under “Select a Package,” click **Browse**. Choose the exported .zip file on your computer.

A screenshot of the 'Import Package' form. The form has four main sections: 1. Select a Course (with a text field for 'Destination Course ID: demo_faculty_course'), 2. Select a Package (with a 'Browse...' button), 3. Select Course Materials (with a list of checkboxes for various course components), and 4. Submit (with 'Cancel' and 'Submit' buttons). A black arrow points down to the 'Browse...' button. A black box highlights the 'Select Course Materials' section, with a line pointing to the text '6. Under “Select Course Materials,” select the course materials you want to import into the new course shell.' Below this, another text box says 'DO NOT check “settings” or “staff information” These are set in the system for consistency.' At the bottom right, a black arrow points up to the 'Submit' button, with the text '7. Click Submit.'

6. Under “Select Course Materials,” select the course materials you want to import into the new course shell.

DO NOT check “settings” or “staff information”
These are set in the system for consistency.

7. Click Submit.

Copying and Reusing Course Content (continued)

COURSE COPY

Course Copy lets you move content from one course into another course you are teaching. The myLesley course shell must exist to complete this method. It is recommended that you clear the menu in the New course before beginning this next step (Please see "Preparing the New Course for Import" or "Course Copy").

Keep in mind:

- You must be enrolled in the course as an instructor
- You can only search by Instructor using your last name

1. Go to the originating or old course in myLesley (the one containing the content)
2. Go to the originating course's **Control Panel**
3. Choose **Course Copy**
4. Choose **Copy Course materials into an Existing Course**

The following screen will appear:

5. Locate the destination course by choosing the **Browse** button and searching.

The following "pop-up" will appear

Please note: Discussion forum threads will not come over. You will also receive one error message for every thread or other item that does not come over. Examine the import and contact 1-888-myLesley if you need assistance.

Copying and Reusing Course Content (continued)

After searching, a list of courses you have access to will appear. Example:

Search by: Course ID Instructor Name/Description
demo

Created in Last: All Courses Month Day

Course ID	Course Name	Created	Instructor Username	Instructor Name	
demo_adaptive-release	demo Adaptive Release	Sep 21, 2008	mcmonow egabriel lg rpelese hmg	McMorrow, Heather Gabriel, Elisabeth Grace, Lori Peterson-Leary, Rebecca McMorrow-Gretzinger, Heather	<input type="button" value="Select"/>
demo_assessment_tools	demo Assessment Tools	Jan 12, 2005	demoinstructor mcmonow hmg egabriel	Demo, Instructor McMorrow, Heather McMorrow-Gretzinger, Heather Gabriel, Elisabeth	<input type="button" value="Select"/>

6. Choose the destination course by clicking the Select button to the far right of the course listed (you may need to scroll to the right to find the Select button).

7. Once you choose the destination course, the pop-up screen will disappear and you will return to the "Copy Course Materials into an Existing Course" screen.

DEMO APP 243 COURSE DUPLICATE DEMO CAPTIONE 203 - CONTROL PANEL - COURSE COPY - COPY COURSE MATERIALS INTO AN EXISTING COURSE

Copy Course Materials into an Existing Course

Appropriate privileges are needed to copy materials to a destination.

1 Course Selection

Destination Course ID

2 Select Course Materials

- Content
 - syllabus
 - assignments
 - external links
 - Adaptive Release rules for content
User criteria will not be captured if Enrollments are not included.
- Announcements
- Calendar
- Collaboration Sessions
- Discussion Board
- Early Warning System Rules
- Glossary
- Gradebook Items and Settings
- Group Settings
- Settings
- Staff Information
- Tasks
- Tests, Surveys, and Pools

3 Enrollments

- Enrollments
Copy enrollments for all users in the course. This option does not copy user records in the course, such as grades. User records are only copied with Exact Copy.

4 Submit

Click **Submit** to finish. Click **Cancel** to quit.

8. Check all the boxes for all items that are to come over from the original course to the destination course.

9. DO NOT CHOOSE ENROLLMENTS

If you accidentally choose enrollments please contact 1-888-myLesley or email myLesley@lesley.edu immediately.

10. Click **Submit**

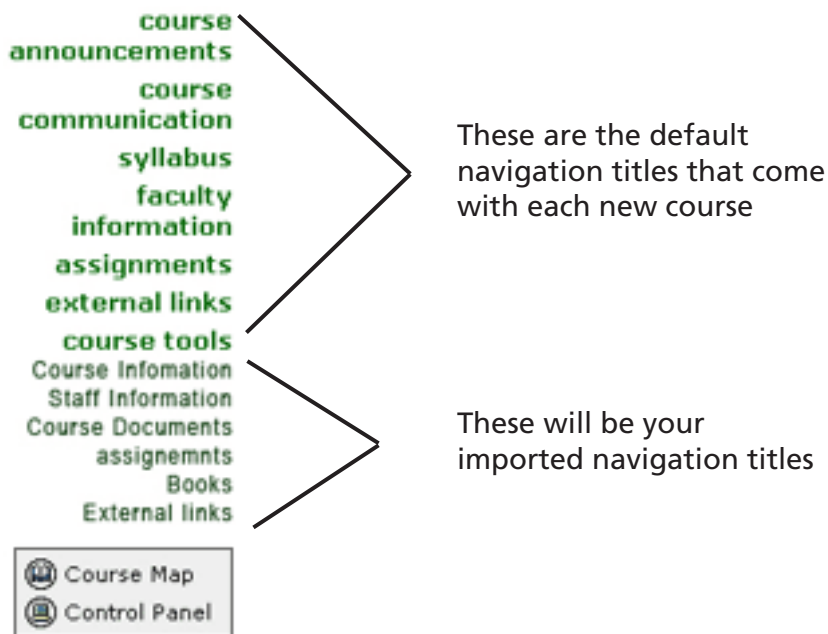
You will receive an email once the course content from the originating course has been copied to the destination course. This can take from 1 minute to several minutes.

Copying and Reusing Course Content (continued)

CLEAN-UP, REORGANIZE & CUSTOMIZE

Once your course content has been imported or copied into your new myLesley course, you will notice that your navigation menu titles have moved around, are out of order, or are duplicated. Click into each menu area to familiarize yourself with how the content imported. Make note of the similarities, differences, and changes to your course.

Below is an example of what the navigation menu of your imported course might look like:



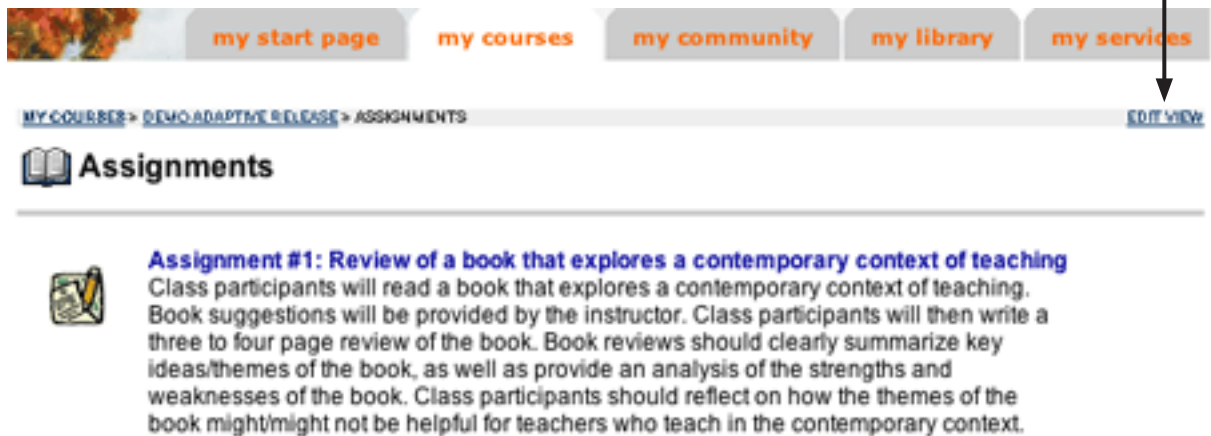
See the "Manage Course Menu" to find out how to reorganize and customize your navigation menu.

Copying and Reusing Course Content (continued)

WORKING WITH ATTACHMENTS WHEN MIGRATING

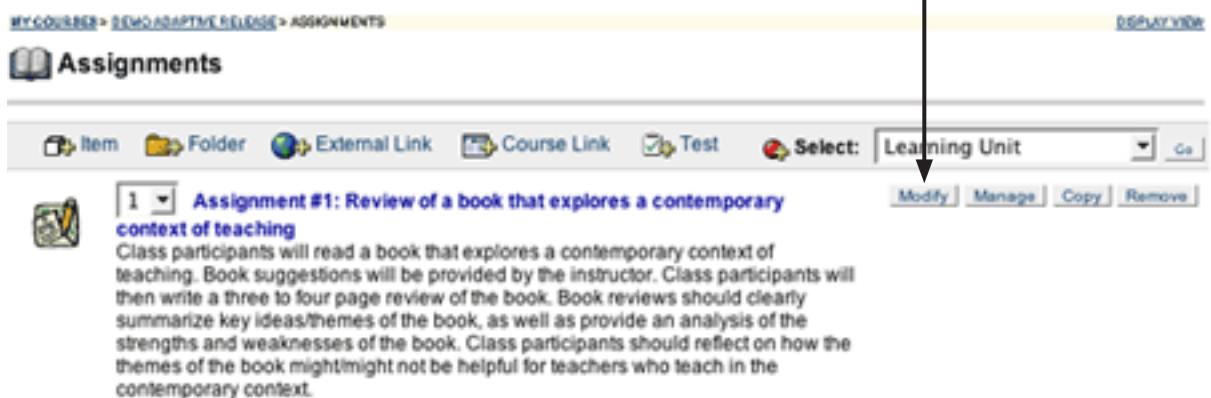
First download the attachment file from your myLesley course or other location onto your computer.

1. In myLesley, go to the area where you want to move the attachment to.
2. Click **Edit View**



The screenshot shows the myLesley navigation bar with buttons for 'my start page', 'my courses', 'my community', 'my library', and 'my services'. Below the navigation bar, the breadcrumb trail reads 'MY COURSE > DEMO ADAPTIVE RELEASE > ASSIGNMENTS'. The 'EDIT VIEW' button is highlighted in the top right corner. Below the breadcrumb trail, the page title is 'Assignments'. The main content area displays 'Assignment #1: Review of a book that explores a contemporary context of teaching' with a detailed description of the assignment.

3. Click **Modify**



The screenshot shows the myLesley course page with the 'Assignments' section. The breadcrumb trail is 'MY COURSE > DEMO ADAPTIVE RELEASE > ASSIGNMENTS'. The 'DISPLAY MORE' button is visible in the top right corner. Below the breadcrumb trail, the page title is 'Assignments'. The main content area displays 'Assignment #1: Review of a book that explores a contemporary context of teaching' with a detailed description of the assignment. The 'Modify' button is highlighted in the top right corner.

Copying and Reusing Course Content (continued)

4. Under "Content," click on **Browse** next to "Attach local file."

Modify Item

1 Content Information

Name: Assignment #1: Review of a book that explore

Choose Color of Name: [Blue] [Pick]

Text

Normal 3 Times New Roman B I U S x₂ [List icons]

Class participants will read a book that explores a contemporary context of teaching. Book suggestions will be provided by the instructor. Class participants will then write a three to four page review of the book. Book reviews should clearly summarize key ideas/themes of the book, as well as provide an analysis of the strengths and weaknesses of the book. Class participants should reflect on how the themes of the book might/might not be helpful for teachers who teach in the contemporary context.

Path: book

2 Content

Files can be attached to the above information. Click **Browse** to select the file to attach and specify a name for the link to this file.

Attach local file: [] [Browse...]

Link to Content Collection Item: [] [Browse...]

Name of Link to File: []

Special Action: Create a link to this file [v]

5. Find your attachment file on your local computer and click **Choose**.

6. Back in myLesley, scroll all the way down and click on **Submit**.

The file has now been uploaded into the new course.

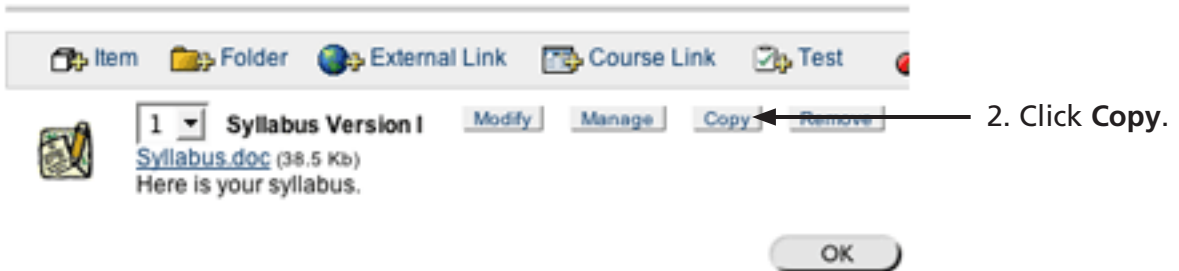
Copying and Reusing Course Content (continued)

COPY FOLDERS & ITEMS TO ANOTHER COURSE

The copy tool within a course allows you to move items and folders to different areas within that same course. This is useful after you have exported a course then imported it into a new course shell. You may want to move items around in the course to a different area, and you can use the copy tool to do this.

1. Go to the item/folder you wish to copy or move. Make sure you are in Edit View mode.

Syllabus



The following window will appear:

