

Transfer, move or copy a course from a prior term

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1. Go to the homepage of the course that you wish to copy.
 2. In the Administration tab select “backup”
 3. You will now see the backup settings of your course. Here you may decide whether you want to include question banks, badges, etc. You may also include the enrolled users if you wish.
 4. In the Schema Settings, you may chose the module or the specific content in a module that you wish to be carried over
 5. Select Next
 6. You will now have the option to download the file and save it on a jump drive or restore it into the new course
 7. Upon selecting the “Restore” option, you may now restore the content into the new course
 8. Check the settings of the new course and ensure that it is now there.
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