


# Transfer, move or copy a course from another instructor

Last Modified on 08/10/2020 4:55 pm EDT

## OPTION 1

1. Ensure that you have the permission to use content. Email the **instructor** and ask for permission to copy the course.
2. Request that the instructor back up the course and restore the course into your course.

## OPTION 2

1. Make a request to the Department Head that you are added as an instructor in the course of the other faculty member that you wish to copy.
  2. The Electronic Learning Department will then follow through with backing the course up and restoring the course into your course if it is a McNeese course or sending the course as a file if this course is at another university
  3. Once the content has been sent over in the form of an mbz file, you will go to your course and select "Restore" in the administration block. You will drag the content into box below the message "Import Back Up File"
  4. Select Restore. 
  5. Proceed with process of restoration.
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