

How to copy content into your new Springboard! course

- 1.) Go into your **EMPTY** course shell to which you want to copy content.
- 2.) Click on Edit Course (far right of navigation bar)



General

- [Course Offering Information](#)
Edit the Course Offering name or code, change the colors used for this Course Offering, change the location where files are stored, or modify other settings.
- [Homepages](#)
Select a homepage to use for this Course Offering, edit the appearance of the current homepage, or create custom widgets for the homepage.
- [NavBars](#)
Change the links that appear on the navigation bar or change the colors and background image.
- [Widgets](#)
Create, edit or delete widgets. Share widgets across the organization. Upload thumbnails for custom widgets.

Administration

- [Groups](#)
Set up, edit, or enroll users.
- [Metadata Administration](#)
Create, edit, or delete settings.
- [Permission Profiles](#)
Create permission profiles.
- [Sections](#)
Set up, edit, or enroll users.
- [Tools](#)
Activate or deactivate tool help.

- 3.) Click on **Import/Export/Copy Components**

Tools

- [Forms](#)
Create forms for users to fill out and add to their ePortfolio.
- [Import / Export / Copy Components](#)
Import course components from a file or copy them from another org unit; export components to a zip file.

Import/Export/Copy Components

What would you like to do?

- Copy Components from another Org Unit
- Export Components
 - Course Files: Include course files in the export package
- Import Components
 - from Learning Object Repository
 - from a File
 -

- 4.) Use default: **Copy Components from another Org Unit**

- 5.) Click on **Next**

Copy Course Components

6.) Under Copy Course Components click on the "Search for offering" option.

A new window will open displaying all of your previous courses.

Current Course Components

Show the current course components

Copy the selected course components from

Existing Offering
[Search for offering](#)

Parent Template of Current Offering

Choose Components to Copy

Next

7.) Once you locate your course, click the radio button to the left of the course name.

Offering Code	Offering Name	Department	Semester
<input type="radio"/>	Faculty Development for Part-Time and Adjunct	Springboard Community Sites	
<input type="radio"/>	Resources for Advising and Mentoring of Students	Springboard Community Sites	
<input type="radio"/>	WC-3300_111_701_4097	English Composition I 701	WC-3300: English 4097_Fall2009
<input type="radio"/>	WC-3300_111_705_4097	English Composition I 705	WC-3300: English 4097_Fall2009
<input checked="" type="radio"/>	WC-3300_112_701_4083	English Composition II 701	WC-3300: English Summer2008

8.) Click on the Add Selected button at the bottom right of the window.

9.) Your screen will refresh and you will see all the components from the course listed (as shown below).

Copy the selected course components from

Existing Offering
Introduction to Sociology 702
[Search for offering](#)

Parent Template of Current Offering

Choose Components to Copy

Select All Components

- Content (11 item(s))
 - Copy all items
 - Select individual items to copy
- Content Display Settings
 - Copy all items
 - Select individual items to copy
- Course Files (8 item(s))
 - Copy all items
 - Select individual items to copy
- Grades (8 item(s))
 - Copy all items
 - Select individual items to copy
- Release Conditions
 - Copy all items

Next

10.) You can "Select All Components" (recommended) or, import only specific items

11.) Click on Next

Select Course Material

Confirm Components to Copy

- Content**
Copy all items. [Modify](#)
- Content Display Settings**
Copy all items. [Modify](#)
- Course Files**
Copy all items. [Modify](#)
- Release Conditions**
Copy all items. [Modify](#)
- Schedule Events**
Copy all items. [Modify](#)

12.) Confirm Components to Copy – click on Next

Back Next

Copy Course Components

Copy Summary

From: SP 07 - College Algebra - To: College Alg

- Content
items were successfully copied.
- Course Files
items were successfully copied.
- Schedule Events
items were successfully copied.
- Content Display Settings
items were successfully copied.
- Release Conditions
items were successfully copied.

13.) You must wait for green checkmarks on ALL items. This indicates that Copy has executed and you are done!

Done

Click on the Content link on the Navigation bar to confirm the materials have been copied