

How to copy content Migrated from WebCT into your new Springboard! course

- 1.) Go into your Spring 2008 course.
- 2.) Click on Edit Course (far right of navigation bar)



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

The image shows a screenshot of the 'Course Admin Tools - Instructor03' interface. Under the 'Tools' section, there are several options: 'Course Offering Information', 'Files', 'Groups', 'Homepages', 'Import/Export/Copy Components', and 'Metadata Administration'. The 'Import/Export/Copy Components' option is circled in red. An arrow from the text '3.) Click on Import/Export/Copy Components' points to this circled option.

The image shows a dialog box titled 'Import/Export/Copy Components'. The question 'What would you like to do?' is at the top. There are three radio button options: 'Copy Components from another Org Unit' (which is selected and circled in red), 'Export Components', and 'Import Components'. Under 'Export Components', there is a checkbox for 'Include course files in the export package' which is checked. Under 'Import Components', there are two sub-options: 'from Learning Object Repository' and 'from a File' (which is selected). Below 'from a File' is a text input field and a 'Browse...' button. At the bottom right of the dialog is a 'Next' button. An arrow from the text '4.) Use default: Copy Components from another Org Unit' points to the selected radio button.

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

- 5.) Click on Next

6.) Under Copy the selected course components from: You can use the dropdown to locate your migrated course, or you can click on Search for offering.

Copy Course Components

Current Course Components

[Show the current course components](#)

Copy the selected course components from

Existing Offering

--- Select Offering ---

[Search for offering](#)

Parent Template of Current Offering

Choose Components to Copy

Next

7.) Once you locate your course, your screen will refresh and you will see all the components from your WebCT site.

Copy the selected course components from

Existing Offering

Sum 07 - Study of Disease Processes - Section 701(2740121701_4073_WCWE)

[Search for offering](#)

Parent Template of Current Offering

Choose Components to Copy

Select All Components

Content (76 item(s))

Copy all items

Select individual items to copy

Content Display Settings

Copy all items

Course Files (53 item(s))

Copy all items

Select individual items to copy

Release Conditions

Copy all items

Next

8.) You can add All Components or import only specific items – 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](#)

Back Next

9.) Confirm Components to Copy – click on Next

Copy Course Components

Copy Summary

From: SP 07 - College Algebra - Sections 702 & 703 (3450145702_145703_4071_WCWE)
To: College Algebra - 702 (WC-3450_145_702_4081)

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.

Done

10.) Copy will execute and you are done!

Click on the Content link on the Navigation bar to view the migrated materials