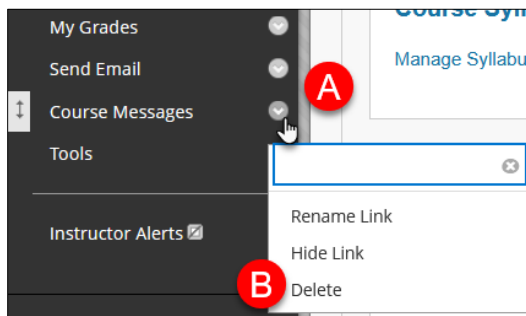


COURSE COPY COURSES WITH CUSTOM MENUS OR TEMPLATES

STEP 1: DELETE ALL OF THE COURSE MENU ITEMS FROM YOUR **NEW** EMPTY SHELL **EXCEPT** FOR THE HOME PAGE.

This will prevent your menu from becoming jumbled, and having “old” items that you no longer use or have renamed. You must keep the Home Page item so that something is in the menu or else you may receive error messages.

To delete course menu items:



- A. Move your mouse over the course menu item and select the dropdown menu to the right of the title of the item.
- B. Select “Delete”
- C. In the “Are you sure?” box, click the “Delete content” or “Delete this menu Item” link.
- D. If prompted, select the “Delete” button.

STEP 2: COPY YOUR PREVIOUS COURSE MATERIALS INTO YOUR NEW CLEARED COURSE.

Use the [Course Copy](#) instructions for all courses, or complete the following:

1. Start in the course where your content currently resides.
2. In the **Control Panel**, go to “**Packages and Utilities**”
3. Select “**Course Copy**”
4. Next to “**Destination Course ID**” select the “**Browse...**” button
5. Locate your course, and **select the radio button** (circle) to the left of the title, and click
- A. “**Submit**”
6. Select the “**Select All**” button.
7. Change the setting for the **Discussion Board** to “**Include only the forums, with no starter posts**” (unless you do not allow students to post initial posts)
8. Unselect the option for “**Group Settings**” (unless you use groups in your course)
9. Click “**Submit**”

Please note: DO NOT do a Course Copy more than once.