

# How to Import Course Content from One Shell to Another in ANGEL Using the Copy Course Option

It is your responsibility as the instructor of a course to copy your course content from **one quarter's shell to the next**. Each new quarter, Colleague creates a new blank shell for every course section that is entered into the system. You need to get the content from your previous quarter's course into the new blank shells

## Step 1

**Before you copy content from one shell to another**, it is essential that you backup your **old course** from the previous quarter – the course shell that contains all of your course content and student submissions. If you would happen to make a mistake in the copy process, and if your old course is **not** backed up, you could lose all of the content and your student work from the previous quarter.

Now that you know why you need to backup your course, here are the directions:

1. Go into your **previous quarter's course shell** (the one you just finished teaching from and that contains all your course content).
2. Click the **Manage** tab.
3. Click **Backup/Restore** under Data Management.

### Data Management

#### Course Files Manager

Manage Course files

#### Backup/Restore

Backup and restore course data and files

4. Click **Backup Now**.

## Backup/Restore

### Backup Information

**Directions:** To make a backup of all Course data and files, click the **Backup Now** link below.

### Last Backup

Date Created: 11/30/2006 3:57:37 PM

File Size: 4454741 bytes

Restore Backup

Download Backup

Backup Now

Done

5. Click **OK** when the course backup is completed.
6. Click **Download Backup** and save a copy of your previous quarter's course to your desktop or other storage device.

**Note:** It is your responsibility to keep a **backup copy of the course that includes student data** as required for Sinclair's records. Although ANGEL will give you access to the courses you have taught for two years, downloading the backup and saving it is wise.

**Best Practices Related to Backups:** You should backup your course on a weekly basis throughout the quarter as you teach, receive student submissions, and add grades to the gradebook. -- not just at the end of the quarter. If some disaster should occur during the quarter, it would be possible to recover from the problem easily if you have a recent backup.

Yes, Sinclair does backup the **ANGEL system** nightly, but that is the entire system for disaster recovery. It is virtually impossible to recover just one course that is lost.

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## **Step 2**

Now you need to make sure you are in your **new blank course shell** for the new quarter. (You can click on the Lessons tab to make sure that there is no content in this shell.)

**WARNING:** Copy Course should only be used at the **BEGINNING** of the quarter – **NEVER** during the quarter.

1. Click the **Manage** tab.
2. Click **Import Wizard** under Data Management.



3. Click **Copy Course** (last option under *What do you want to import?*).

**Note:** If you are teaching a course based on a **Master Course** that your department created, you click on **Master Course** from the list rather than Copy Course.

## Content Import Wizard

### What do you want to import?

**Directions:** Select the source from which you want to import data.

#### Content Package

Import content from an ANGEL archive, WebCT™ export, Blackboard™ cartridge, Ex

#### Calendar and Announcements

Import calendar entries from a text file (compatible with WebCT™ calendar export

#### WebCT™ Question Bank

Import quizzes and surveys from a WebCT™ question bank file.

#### Search IMS Repository

Search the IMS Repository for content to import.

#### Master Course

Initialize the course based on a master course template.

#### Copy Course

Initialize the course based on another course or group in which you are an editor.

Exit Import Wizard

4. Click on the down arrow under **Source Course/Group** to find the course that you want to copy into this blank shell.
5. **Leave the boxes checked** that ask if you want to backup your current empty course shell before import and replace all existing content.
6. Click **Import**

## Course Copy

**Directions:** Select a course or group from below to initialize this course based on its information.

### Source Course/Group

select a course/group

backup course before import

replace all existing content

Import

Cancel

Exit Import Wizard

Note: **Course Copy** gives you a progress report as it deletes any existing data that might be in your empty shell and imports data and files from the course you selected. It will **not** bring the student data from your old course. The new students for the next quarter that are in your roster will remain in the roster.

7. Click **OK** when import progress indicated it is complete.
8. Click **Exit Import Wizard**.
9. Check your new course shell to make sure that your copy course was successful and you have the content under the Lessons tab and your gradebook from the previous quarter.
10. Make any updates and settings in your new course shell.