

## Instructions for Copying Courses in OwlNet

### Step 1:

Tutoring Alumni Employees Library Help My Pages

Model Courses - UIT > Model Course > UIT 510 08 - Model Course > Main Page

### Model Course

Settings Layout Rearrange

#### Handouts

+ Add a Handout

#### Chapter Reviews/Study Questions [unit]

- Handout 2 (.doc, 40K)

#### Week #1 History of the Western Horse

- Spanish Colonial Horses Part I and II (.doc, 332K)  
Read prior to class on Thursday
- Early Development of the Western Horse (.ppt, 713K)
- Western Issues Syllabus (.doc, 77K)  
All due dates in the calendar at the end of this document have been revised to reflect our in class discussion regarding Thanksgiving break. Content other than the calendar is the same.
- Research Paper Instructions and Scoring Rubric (.docx, 14K)  
Students: The due date for the final completed paper has been revised (I had you turning it in on Thanksgiving day:)) All other due dates in this document are correct.
- Worksheet #1 (.doc, 23K)  
Worksheet #1 is due Thursday 9/6 at the beginning of class. Please write you answers on the hardcopy worksheet provided in class or you can type your answers and send me your assignment via email.

#### Week #2 Overview of Breeds/Bloodlines

- Breed and Type ppt (.ppt, 2127K)  
This presentation highlights the importance of breed character and type.

#### UIT 510 08 - Model Course

- Attendance
- Coursework
- Gradebook
- Collaboration
- Course Information
- Main Page
- Syllabus
- Grader Guidelines
- Add a Page
- Poetry Contest
- Context Manager
- Usage Statistics

#### Quick Links

- My Courses
- My Pages
- Copy Courses
- Atomic Learning
- LEAD Calendar
- Pay My Bill

- To copy previous courses in OwlNet you will first need to click “copy courses” on the main page of OwlNet.

## Step 2:

**Copy Course Materials**

This tool allows you to copy course content (including pages, portlets, layouts, roles, and security settings) from an existing course into one or more new courses. Follow the steps below to copy your course materials.

**Step 1: Where do you want to copy from?**

Select a term ▼  
Select a course ▼

**Step 2: Where do you want to copy to?**

Select one or more courses:  
UIT 510 08 - Model Course (Indefinite) ▾

*Tip:* To copy materials to more than one course, hold down the control (ctrl) key (command key on a Mac) as you click additional courses.

**Step 3: What do you want to copy?**

Everything  Selected Course Content

**NOTE:** This action **deletes all the content** in the target course and replaces it with the copied material. Only proceed if you are sure you want to do this to all of the selected destination courses.

Copy Cancel

**Forums**

If you are copying forums, there are three options:


- No Posts - No posts are copied, no roles are assigned.
- Faculty - Only posts by a faculty member are copied.
- All - The full forum is copied.

- Next, you will be able to select the course you would like to copy by choosing the term and the course. Then, you will choose the new course you would like to copy the material to. The last step is to choose if you want to copy everything from the previous course or just selected course content.

### Step 3:

**Step 3: What do you want to copy?**

Everything     Selected Course Content

Collaboration    

Course Information

Main Page

Syllabus

Coursework, Gradebook, and Attendance - This copies all of your Coursework assignments, as well as the configuration and settings of your Gradebook, and your Attendance settings. These items can only be copied if you've chosen the "Overwrite" option above.

**NOTE:** If you have selected "Overwrite," some pages may be deleted from your target course(s). Additionally, any subsections with the same name as a selected subsection will be deleted and overwritten (regardless of your above selection).

**Conflicting Page Names**

If a page in your target course has the same name as a page you are copying, you can do one of two things:

- Merge** - Portlets from the copied page are added to the target page, retaining any existing portlets.
- Overwrite** - Deletes the target page and replaces it with the copied page.

**Forums**

If you are copying one or more Forums portlets, there are three options for copying initial posts:

- No Posts** - Only Categories and Topics are copied, no user-created post content.
- Faculty** - Any initial post in a thread made by a faculty member is copied.
- All** - The first post of every thread in the forums is copied.

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Maintain existing role permissions for each Category and Topic.

➤ If you want to copy only certain course content, check the course pages you would like to copy.

## Step 4:

**Step 3: What do you want to copy?**

Everything  Selected Course Content

Collaboration  
 Course Information  
 Main Page  
 Syllabus  
 Coursework, Gradebook, and Attendance - This copies all of your Coursework assignments, as well as the settings of your Gradebook, and your Attendance settings. These items can only be copied if you've chosen to copy Coursework above.

**NOTE:** If you have selected "Overwrite," some pages may be deleted from your target course(s). Additionally, any subsections with the same name as a selected subsection will be deleted and overwritten (regardless of your above selection).

**Conflicting Page Names**

If a page in your target course has the same name as a page you are copying, you can do one of two things:

- Merge** - Portlets from the copied page are added to the target page, retaining any existing portlets.
- Overwrite** - Deletes the target page and replaces it with the copied page.

**Forums**

If you are copying one or more Forums portlets, there are three options for copying initial posts:

- No Posts** - Only Categories and Topics are copied, no user-created post content.
- Faculty** - Any initial post in a thread made by a faculty member is copied.
- All** - The first post of every thread in the forums is copied.

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Maintain existing role permissions for each Category and Topic.

- If the pages you are trying to copy from the old course to the new course have the same title, you can choose to either merge the pages or overwrite them.

## Step 5:

### Step 3: What do you want to copy?

Everything  Selected Course Content

Collaboration

Course Information

Main Page

Syllabus

Coursework, Gradebook, and Attendance - This copies all of your Coursework assignments, as well as the configuration and settings of your Gradebook, and your Attendance settings. These items can only be copied if you've chosen the "Overwrite" option above.

**NOTE:** If you have selected "Overwrite," some pages may be deleted from your target course(s). Additionally, any subsections with the same name as a selected subsection will be deleted and overwritten (regardless of your above selection).

Copy

Cancel



#### Conflicting Page Names

If a page in your target course has the same name as a page you are copying, you can do one of two things:

- Merge** - Portlets from the copied page are added to the target page, retaining any existing portlets.
- Overwrite** - Deletes the target page and replaces it with the copied page.

#### Forums

If you are copying one or more Forums portlets, there are three options for copying initial posts:

- No Posts** - Only Categories and Topics are copied, no user-created post content.
- Faculty** - Any initial post in a thread made by a faculty member is copied.
- All** - The first post of every thread in the forums is copied.

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Maintain existing role permissions for each Category and Topic.

- The final step is to decide if you want to copy all forum threads (including student threads), only faculty member threads, or no forum posts and start fresh.