

# Course copy 2017-18 - Quick Guide

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### Overview

There is a two-step process to prepare VITAL modules for the new academic year 2017-18.

- CSD create new blank modules in VITAL for 2017-18 based on electronic module specifications (this has now taken place).
- Module owners copy required content from last year's modules to 2017-18 modules in VITAL.

This guide firstly outlines the overall process of the Course Copy step. There is then an appendix with advice on copying specific tools and settings (e.g. tests, assignments, Turnitin assignments).

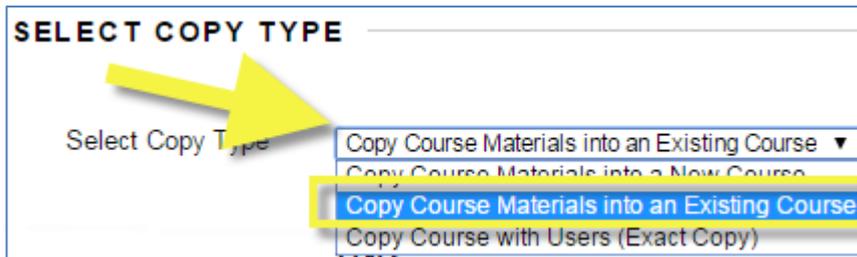
### Course Copy process

You will need to be at the Instructor level on both the original and destination versions of the module.

1. Log in to VITAL and in the module you want to copy from (e.g. 201617-MODU101), click **Packages and Utilities** in the **Control Panel** and select **Course Copy**.



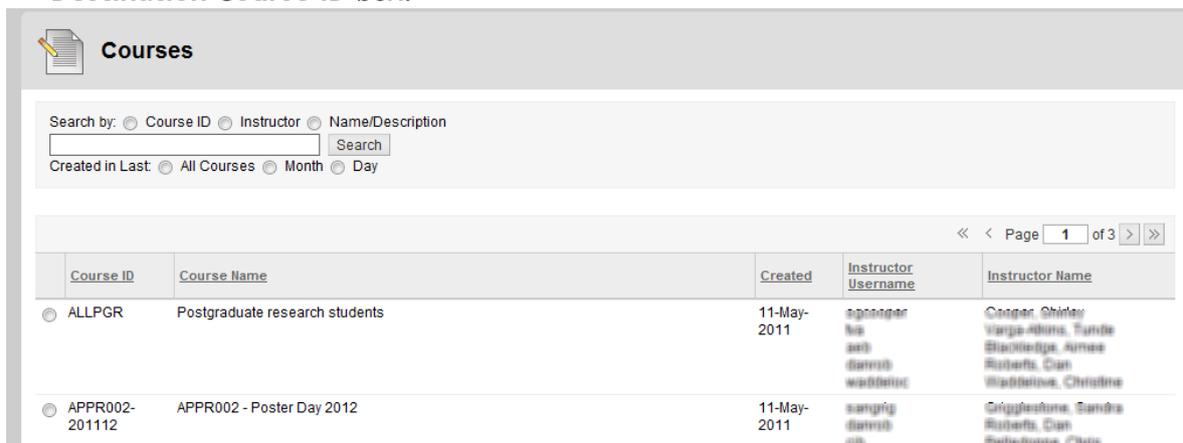
2. On the Copy Course page that appears, the setting **SELECT COPY TYPE** must be **Copy Course Materials into an Existing Course** and no other option. Use the dropdown here to select the correct copy type.



3. In the **SELECT COPY OPTIONS** section, for the **Destination Course ID** click the **Browse** button. NB you need Instructor access to both the original and destination module in order to be able to copy content across modules.



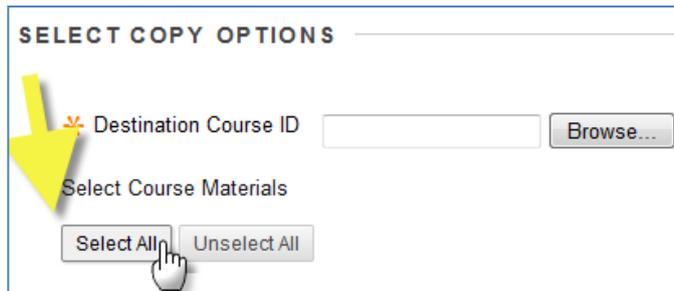
4. In the window that appears, you can either scroll the list of modules for the destination module you want to copy to, or find it using the search box.
5. Select the correct module (ensure that the year ID is the correct one) and click **Submit** at the bottom of the page. The correct module ID is now pre-filled in the **Destination Course ID** box.



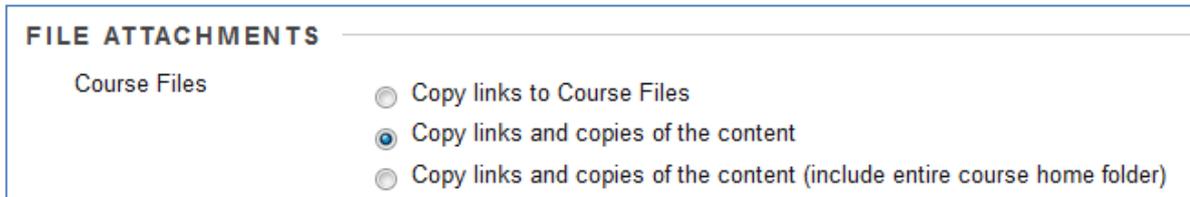
6. Next in **SELECT COPY OPTIONS** you specify what is to be copied. There are two copy options. See the Appendix for notes on coping specific tools, especially how Tests are copied.

**Option 1.** Click **Select All** to copy over **all** of the module content, tools and settings wholesale. You can always delete and edit items in the new module after doing this. This will copy the structure of the Grade Centre, Adaptive Release rules etc so you will need to check and adjust these for the new academic year where applicable.

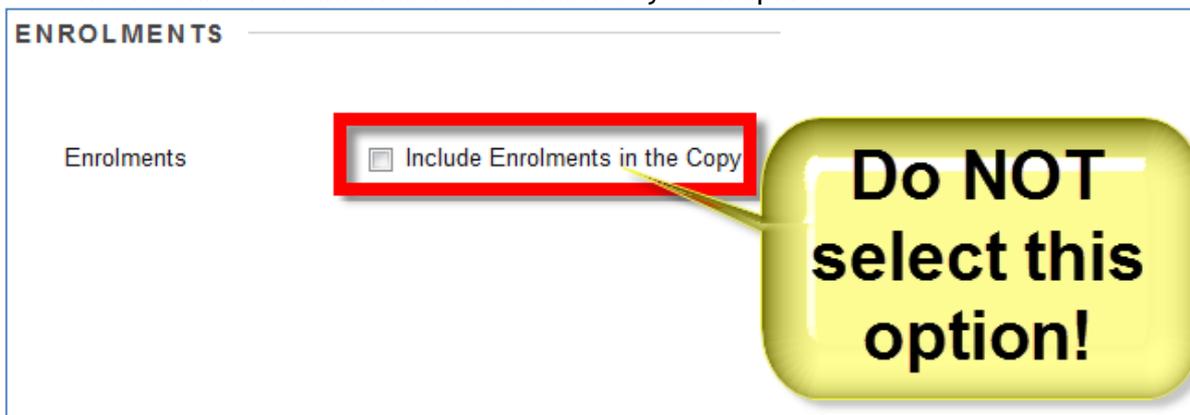
**Option 2.** You can select individual elements of the module you want to copy, i.e. all or specific content areas, settings and tools. If you forget something you can always rerun the course copy or use the individual item copy facility.



7. **FILE ATTACHMENTS** - leave this setting at its default **Copy links and copies of the content**.



8. **NEVER** select the **ENROLMENTS** option **Include Enrolments in the Copy**. VITAL takes its enrolment information automatically from Spider.



9. Click **Submit**.

10. If the course copy was successful, you will receive a message in a green strip at the top: **Success: Course copy action queued. An email will be sent when the process is complete.**

Course Copy, especially if the module content is large or a lot of course copy requests are being processed may take time. It is not instant. You will receive an email notification once course copy has finished. Please wait for this to happen.

11. **Tip: Link Checker tool - Checking your weblinks still work.** If you have lots of links to websites in your module then after course copy completes use the **Link Checker** tool (found in the **Control Panel** under the **Course Tools** menu).

12. **Tip: Date Management tool -** Once course copy completes use this tool to adjust any due dates, availability dates and date adaptive release rules in the new module. Access this from the module's **Control Panel** in the **Course Tools** section. Click the **Date Management** link here. Select the **List all Dates for Review** option at the start of the process to see and adjust dates individually. NB this will not show Turnitin assignments and these have to be checked separately.

## What is the effect of course copy on content in the destination module?

Course Copy *does not* overwrite sections in the module menu or any content you may have added to sections before copying.

You will see that if a content area with the same name in the destination module is found (e.g. a 'Useful Information' content area in source and destination) the system will not create another 'Useful Information' area but will merge the content from both without overwriting any. The items from the source module appear below the items in the destination module.

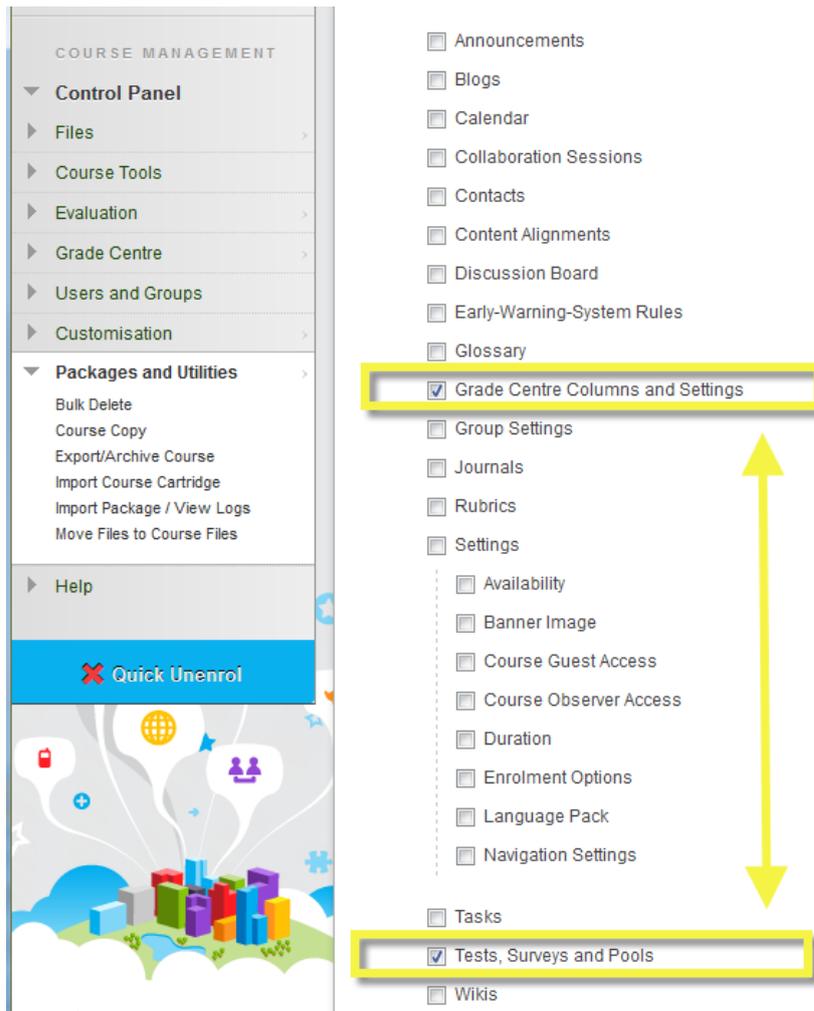
If you look at the new, blank module before you carry out course copy you will see it consists of a number of default elements. If you are unfamiliar with what some of these sections are for then please see the VITAL help for staff [section here on the default module template](#).

Some of these sections and links are to help you meet the VITAL Baseline, the University's standard for all modules to meet. For full details on meeting the VITAL Baseline see [this how-to section of the VITAL help for staff module](#).

For guidance on further building and editing your module then please consult [this VITAL help for staff module](#).

## Appendix - notes on copying specific tools and settings

- Copying **Blackboard Assignments** or assessed **Blackboard Journals, Wikis** or **Blogs** - you should also select the **Grade Centre Columns and Settings** option so that their Grade Centre columns are recreated.
- Copying your **Tests, Surveys and Pools** so that they are set up exactly as you made and deployed them in the source module (appear to students in the same place, have the same settings, etc) then as well as selecting the content area(s) they are held in, the **Grade Centre Columns and Settings** option, and the **Tests, Surveys and Pools** option (see screenshot below) should also be selected. **You must still check the Test Options for each copied test in the destination module to ensure it will meet your expectations for the date it will run, the number of times it can be attempted etc for the new academic year and that its Grade Centre settings are correct.**



- If you only specify to copy over tests between modules but not the Grade Centre then they will not automatically appear in the module as they did in the source module, in the same way content items will. You need to manually re-insert your test into the required content areas in your new module.
- To re-insert tests after course copy has taken place:
  1. Go to your new module (e.g. 201718-MODU101).
  2. Click on the content area (e.g. Assessment) where you want students to access the test.
  3. With the EDIT mode **ON**, hover your mouse over the **Assessments** button, then click **Test**.
  4. From the list of available tests in **Add test**, select the title of the test that you want to add (e.g. Module feedback) and **Submit**. You are then taken to edit the Test Options form, which includes availability, number of attempts, adaptive release, feedback settings etc. of the test.
  5. Enter the required settings for the test.
  6. Click **Submit**. Your test is added to the selected content area.
- Copying **Blackboard Journals, Blogs and Wikis** will copy the basic structures and settings for these which you first set up in the original module and before the students started contributing. No student work will be copied over.

- **Copying Discussion Boards**, here you have the option to copy only the forums with no posts in these, or to copy the forums and the starter posts in these, anonymised so that no student data is included if students have previously created these starter posts.
- The **Grade Centre** (if selected for copy) will contain no student data from the previous year, only the column settings and structures and the new student cohort will appear once these details are available from Spider.
- **Adaptive Release** rules and groups will not contain student names from the previous year. These will have to be repopulated with the new student cohort but the structures and settings you made will be there.
- **Turnitin assignments**. There is no specific box to select on the Course Copy set-up page to copy Turnitin assignments. Instead, ensure that the content area(s) containing the Turnitin assignments in the source module are selected, and that you have selected the Grade Centre Columns and Settings to be included in the copy. Turnitin assignments will then be copied over. All of the assignment set-up options will be identical **apart from** the dates. The start date of every assignment will be the date of the course copy taking place, the due date will be the week after, and the post date the following day to the due date. Once the course copy has been confirmed by email you will need and change all of the Turnitin assignment dates to be correct for the new academic year. You must also check the relevant Grade Centre settings are correct. It can be quicker to delete any copied-over Turnitin assignments and create new Turnitin assignments for the new academic year.
- **Campus Pack content** (Campus Pack Blog, Journal, Podcast, Wiki, Discussion Board). There is no specific box to select on the Course Copy set-up page above to copy Campus Pack content. There are a number of ways you can re-use the Campus Pack content from the source module, from a wholesale content copy to utilising templates and structures only. Please contact the eLearning Unit ([elearning@liv.ac.uk](mailto:elearning@liv.ac.uk)) for advice on your particular requirements.