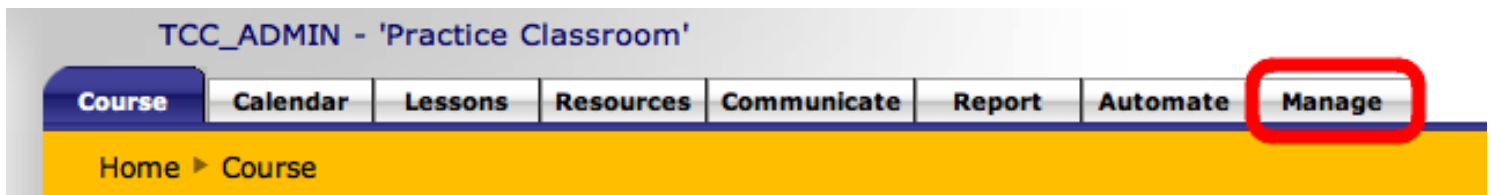


## Copying a Course in Angel

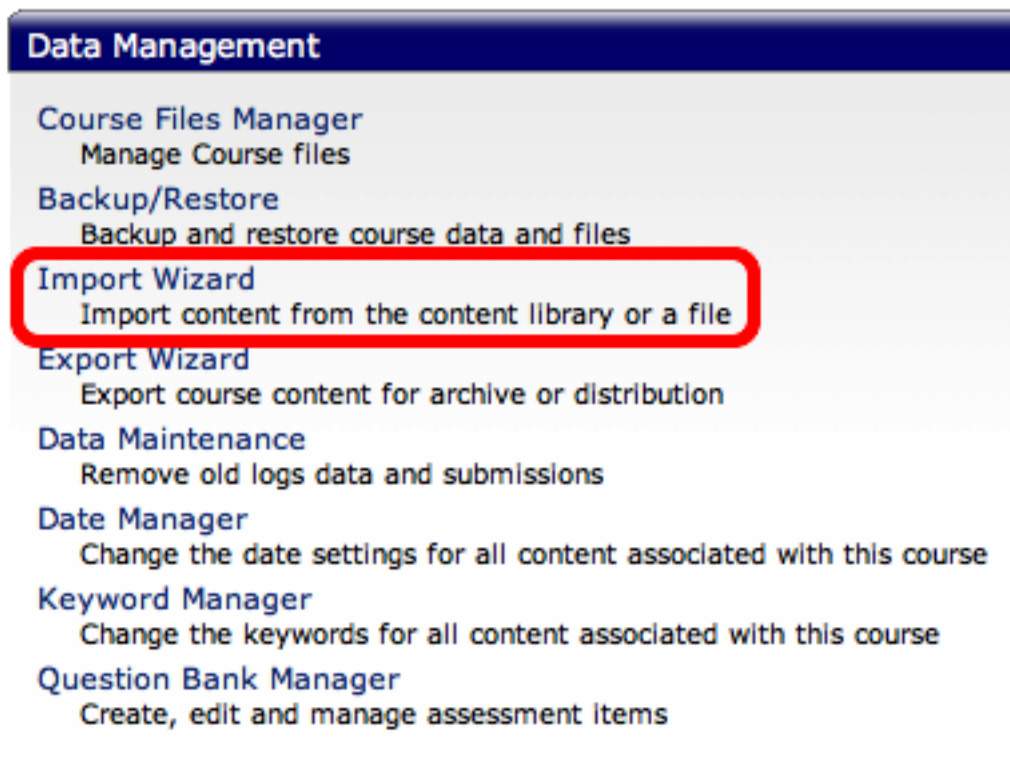
The Copy Course import utility allows course editors to import from any course or group for which they have editing rights. The Copy Course import process occurs on the server eliminating any need to download a course export for upload to the server.

### Enter the Management Console



Log into the empty ANGEL course shell that you want to bring the content into and click the Manage tab.

### Content Import Wizard



Click the Import Wizard hyperlink (located in the right column). The Content Import Wizard menu appears.

## Copy Course Import Utility

### 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, ExamView® cartridge, IMS/SCORM package or zip file.

#### Calendar and Announcements

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

#### 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

Click the Copy Course hyperlink. The Copy Course import utility appears on the screen.

## Select the Course to Copy From

### 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

1

Migrate Quizzes to Assessments

Details

backup course before import

2

replace all existing content

3

Import Cancel

4

Exit Import Wizard

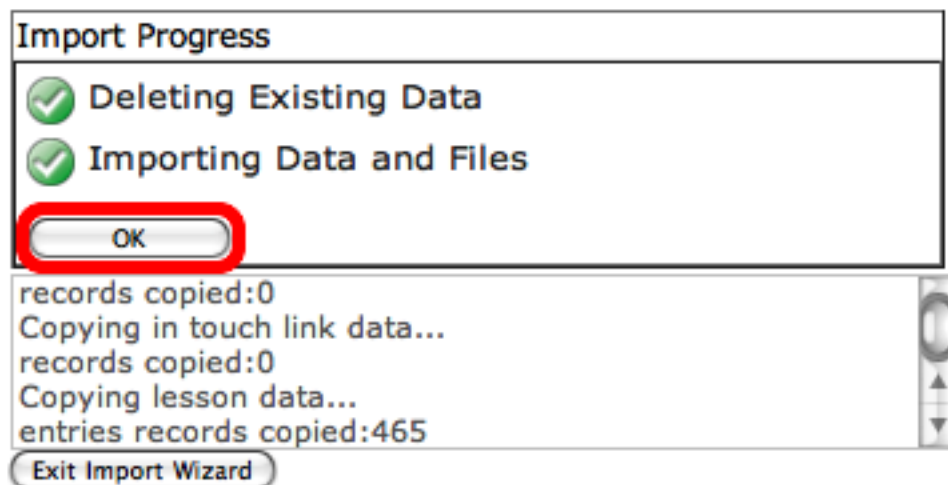
1. Select the course or group you want to import from the list of available courses and groups listed in the Source Course/Group drop-down menu.
2. Optionally clear the backup course before import checkbox if you do not want to backup the

existing course data and settings prior to completing the import.

3. Optionally clear the replace all existing content checkbox if you want to add the imported lesson content to your existing lesson content.
4. Click the Import button. The Import Progress screen appears (The import process may take a few seconds to several minutes depending on the size of the course or group).

## Copy Process

### Course Copy



Wait until the import progress screen is no longer active (all clock icons have been replaced with checkmark icons) and then click the OK button.