

My.Wartburg... *Tips to make your teaching life easier!*

Copy Courses

1. Log into my.wartburg
2. Click on **Copy Courses** (left side of page under Quick Links in dark gray box)
3. **Step 1: Copy from**
 - a. Select the term you want to copy from using the pull down menu
 - b. Select the course you want to copy from using the pull down menu
4. **Step 2: Copy to**
 - a. Select the course you want to copy to
 - b. Select the term you want to copy to
5. **Step 3: What to copy**
 - a. Select Everything –or–
 - i. Everything will bring everything the way you had it set up from the previous course...make sure you check Faculty if you used the Forums
 - b. Selected Course Content
 - i. Selected Course Content will allow you to copy just a page or items on a page into the new course. To select individual items click on the page and you will have the items within the page to choose from.
 - c. Click on Copy
6. Are you sure?
 - a. There will be one of two pop ups. One pop up will ensure you want to make an exact copy of the course. If you do, **click on Continue**.
 - b. If you are copying to a course you have already worked in it will have you select the course. (this is the warning in case you did not want to copy to the course you selected) and **choose OK**.
7. You will receive the message that your course materials were **copied successfully**
 - a. Click on the course link to make sure it copied correctly