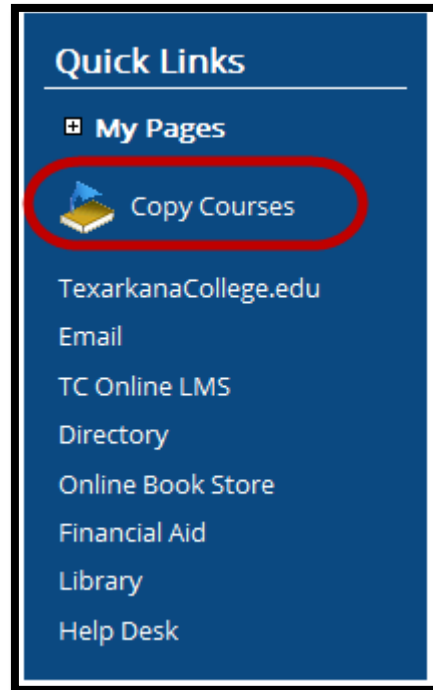


COPYING FROM ONE COURSE TO ANOTHER

Using the Copy Courses to transfer information from one class to another only allows copying of the “grading method, i.e. Point Method or Percentage Method), the name of your assignments, and whether or not you chose to include attendance when you set up the course. It DOES NOT copy grades or attendance for individual students.

1. Click on Copy Courses in the Quick Links block



Step 1

2. Select the term the class you want to copy from is in.

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 of your current or future courses. Follow the steps below to copy your course materials.

Step 1: Where do you want to copy from?

Select a term

- Select a term
- 2014-2015 Spring**
- 2014-2015 Fall
- 2013-2014 Summer

Step 2: Where do you want to copy to?

Select one or more courses:

- CNBT 1301 D1 TRA - Introduction to the Construction Industry (2014-2015 Spring)
- CNBT 1301 DC TRA - Introduction to the Construction Industry (2014-2015 Spring)
- CNBT 1302 D1 TRA - Mechanical, Plumbing, Electrical Systems in Construction (2014-2015 Spring)
- CNBT 1309 D1 TRA - Construction Management I (2014-2015 Spring)
- CNBT 1311 D1 TRA - Construction Methods & Materials I (2014-2015 Spring)
- CNBT 1311 DC TRA - Construction Methods & Materials I (2014-2015 Spring)
- CNBT 1316 D1 TRA - Construction Technology I (2014-2015 Spring)
- CNBT 1316 DC TRA - Construction Technology I (2014-2015 Spring)
- CNBT 1318 D1 TRA - Constr. Tools & Techniques (2014-2015 Spring)
- CNBT 1342 D1 TRA - Building Codes & Inspections (2014-2015 Spring)

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.

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.

3. Select the course you want to copy

Copy Course Materials

This tool allows you to copy course content (including pages, portlets, layouts, roles, and security settings) from your course materials.

Step 1: Where do you want to copy from?

2014-2015 Spring

Select a course

Step 2

- CNBT 1301 D1 TRA - Introduction to the Construction Industry
- CNBT 1301 DC TRA - Introduction to the Construction Industry
- CNBT 1302 D1 TRA - Mechanical, Plumbing, Electrical Systems in Construction
- CNBT 1309 D1 TRA - Construction Management I
- CNBT 1311 D1 TRA - Construction Methods & Materials I**
- CNBT 1311 DC TRA - Construction Methods & Materials I
- CNBT 1316 D1 TRA - Construction Technology I
- CNBT 1316 DC TRA - Construction Technology I
- CNBT 1318 D1 TRA - Constr. Tools & Techniques
- CNBT 1342 D1 TRA - Building Codes & Inspections
- CNBT 1346 D1 TRA - Construction Estimating I
- CNBT 1350 D1 TRA - Construction Technology II
- CNBT 1353 D1 TRA - Construction Technology III
- CNBT 1380 D1 TRA - Coop Ed. - Construction Eng.
- CNBT 2304 D1 TRA - Construction, Materials, Methods, & Equipment II
- CNBT 2340 D1 TRA - Mechanical, Plumbing, Electrical Systems in Construction II
- CNBT 2342 D1 TRA - Construction Management

Step 3: What do you want to copy?

Step 2

4. Choose the course you want the information transferred to

Step 2: Where do you want to copy to?

Select one or more courses:

- CNBT 1316 DC TRA - Construction Technology I (2014-2015 Spring)
- CNBT 1318 D1 TRA - Constr. Tools & Techniques (2014-2015 Spring)
- CNBT 1342 D1 TRA - Building Codes & Inspections (2014-2015 Spring)
- CNBT 1346 D1 TRA - Construction Estimating I (2014-2015 Spring)
- CNBT 1350 D1 TRA - Construction Technology II (2014-2015 Spring)
- CNBT 1353 D1 TRA - Construction Technology III (2014-2015 Spring)
- CNBT 1380 D1 TRA - Coop Ed. - Construction Eng. (2014-2015 Spring)
- CNBT 2304 D1 TRA - Construction Materials, Methods, & Equipment II (2014-2015 Spring)
- CNBT 2340 01 TRA - Mechanical, Plumbing, Electrical Systems in Construction II (2014-2015 Spring)**
- CNBT 2342 D1 TRA - Construction Management (2014-2015 Spring)

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

5. The “Everything” button is the default selection in step 3. Change that to “Selected Course Content”

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

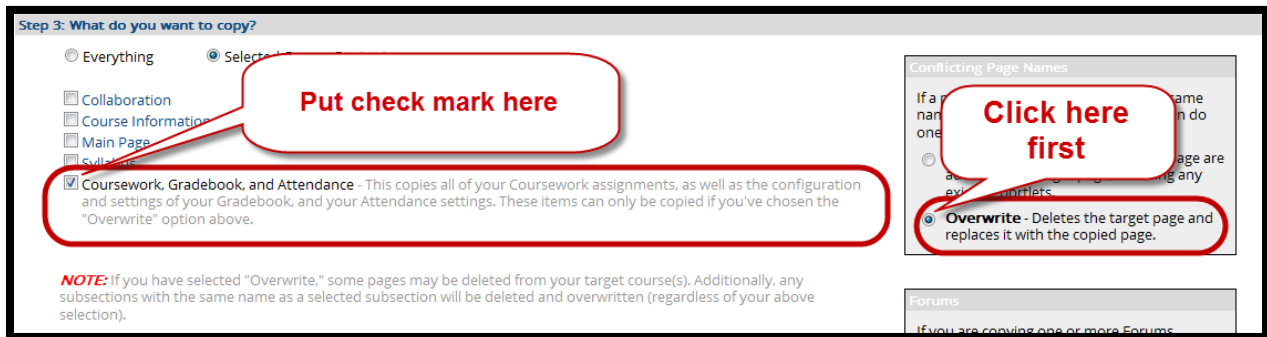
Forums

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

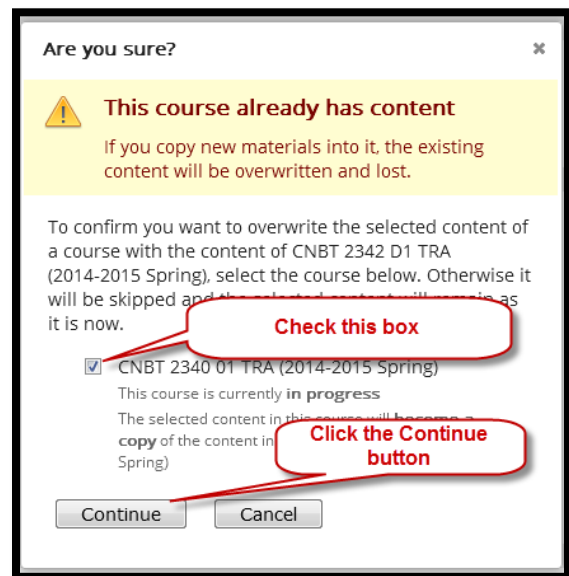
- No Posts** - Only Categories and Topics are copied, no user-created post content.
- Faculty** - Any initial post in a thread made by a faculty member is copied.
- All** - The first post of every thread in the forums is copied.

Maintain existing role permissions for each Category and Topic.

- Next, click the “Overwrite” button on the right and then put a check mark in the Coursework, Gradebook, Attendance box. You will not be able to check the Coursework, Gradebook, Attendance box until you choose the Overwrite function. Click the copy button when finished.



- You will now see a “Are you Sure?” box. If the course you are copying to is currently in progress, you will need to put a check mark in the box in front of the course and then click the “Continue” button.



8. An arrow will spin for a little bit and then the following should come up to let you know that your materials were copied successfully. If you are finished copying course materials, just click the “I’m finished copying course materials for now” link.

Copy Course Materials

Course Copying

Your course materials were copied successfully.

You **successfully** copied the course **CNBT 2342 D1 TRA - Construction Management (2014-2015 Spring)** into the following courses:
CNBT 2340 01 TRA - Mechanical, Plumbing, Electrical Systems in Construction II (2014-2015 Spring)

I want to copy more course materials **I'm finished copying course materials for now**

Privacy Policy About Us Contact Us

9. You will be taken back to your myTC home page.

myTC

HOME ADMISSIONS FACULTY EMPLOYEE

You are here: Home

myTC Portal
Home

Search...

[Show search options](#)

Quick Links

- My Pages
- Copy Courses
- TexarkanaCollege.edu
- Email
- TC Online LMS
- Directory
- Online Book Store
- Financial Aid
- Library
- Help Desk

myTC Portal

Welcome to myTC

Welcome to myTC – a secure online environment that provides personalized information and services that are important to each individual at Texarkana College. By signing into this one Web portal, you are able to access email, Moodle, and much more. In the future, you will see myTC grow and expand with many more features and services.

Logging In

Current students and faculty/staff should enter their **User Name and password** in the User Name and Password boxes above and then click on "Login" to access personalized menus, e-mail, campus groups, and additional campus resources.

Help guides

- How to use your Student Tab
- How to access your online courses
- How to check your attendance
- How to submit a helpdesk ticket
- How to check your Final Grades

Campus Announcements

You have no incoming announcements. [Show All Announcements](#)

Proxy Login Tools