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

![Quick Links](image-url)
Step 1

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

3. Select the course 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?](image)

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?](image)
6. 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.

7. 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.

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