



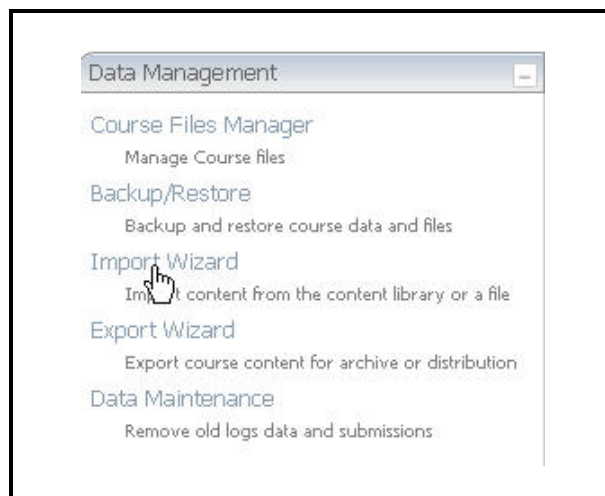
Copying Course Content into a New Course Shell

Every semester, a blank course shell (with students already loaded) will be created for every section you are teaching in ANGEL. You must copy the information from your existing course into this new course shell using the **Import Wizard** in ANGEL.

IMPORTANT NOTE: If you plan to combine the sections you teach into one course shell, you will need to “merge” your sections first, prior to copying your course content. Refer to the “Merging Course Rosters” help file for assistance.

To copy course content into a new ANGEL course shell, log on to ANGEL, enter your **new course shell**, and follow these steps:

1. Click on the **Manage** tab then click on the **Import Wizard** link.



2. Underneath “**What do you want to import?**” click **Copy Course**

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

Calendar and Announcements
Import calendar entries from a text file (compatible with WebCT™ calendar)

WebCT™ Question Bank
Import quizzes and surveys from a WebCT™ question bank file.

Search IMS Repository
Search the IMS Repository for content to import.

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 a

3. Drop down the Source Course/Group box and select the course from which you would like to copy.

Source Course/Group

select a course/group

select a course/group

Course: 20072_AM HIST FR 1877_9602

Course: 20072_AM HIST TO 1877_9599

Course: 20072_AM HIST TO 1877_9600

Course: American History from 1877

Course: American History to 1877

4. You now have two options:
 - a. **Backup course before import:** this is useful if you are copying content into a course that already contains content. If you are copying content into a blank shell please make sure that this option is unchecked. Backups take up a lot of room on the servers and slow them down.
 - b. **Replace all existing content:** select this option to overwrite any existing content in the course to which you are importing.
5. Make your selections and click the **Import** button.

Source Course/Group

Course: American History to 1877

backup course before import

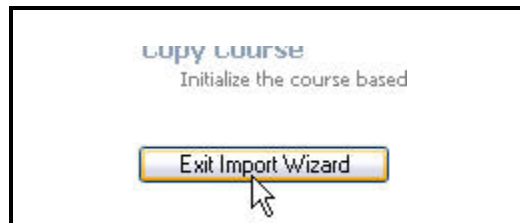
replace all existing content

Import **Cancel**

6. An **Import Progress** window will appear. When everything has been imported, click **OK**.



7. The screen will return to the Content Import Wizard. From here, click **Exit Import Wizard**.



8. All your information should now be available in the new course.