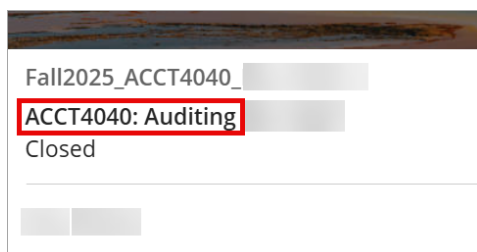# ULEARN COURSE COPY



Instructors can course copy from a previously taught course into a new course. To copy course content in ulearn, an instructor **must be assigned** to both the source course and the destination course.

## Instructions

> **Note:**
> All fully online courses are, and will continue to be, copied by Instructional Design & Technology.

1. In ulearn, go into a **past course section** you need a course copy from. It is very important to select the correct past course or the wrong content will be copied into your new course section.



2. In the Course Management section of the ulearn course menu, expand the **Packages and Utilities** section and click **Course Copy**.
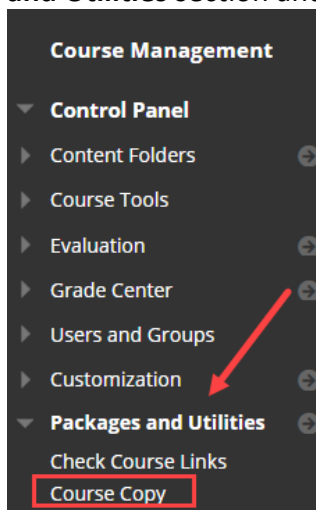


3. In the Select Copy Options section, click **Browse** to view a list of your courses.

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4. In the popup window that appears, select the appropriate **course ID** you would like to copy to from your list of courses. Once the course is selected, click **Submit**.

| COURSE ID | COURSE NAME | CREATED | INSTRUCTOR USERNAME | INSTRUCTOR NAME |
|---|---|---|---|---|
| ⦿ Fall2025_ACCT4040_PA_1 | ACCT4040: Auditing PA 1 | Jul 11, 2025 | | |

Displaying **1** to **1** of **1** items

Cancel    Submit

The course ID will populate in the Destination Course ID box.



5. Under Select Course Materials choose **Select All**.

Select Course Materials

Select All    Unselect All

☑ Content Areas
   ☑ Syllabus &amp; Course Info
   ☑ Week 1: Introduction to Auditing
   ☑ Week 2: Planning the Audit
   ☑ Week 3: Planning the Audit (Continued)
   ☑ Week 4: Execution
   ☑ Week 5: Execution (Continued)

6. Under Discussion Board, choose the option to **Include only the forums, with no starter posts**.

☑ Discussion Board
   ○ Include starter posts for each thread in each forum (anonymized)
   ⦿ Include only the forums, with no starter posts

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7. In the File Attachments section, keep the default **Copy links and copies of the content (include entire course home folder)** under Course Files.

FILE ATTACHMENTS

*Select an option for copying your file attachments. If content will be reused in a dif*
*recommended option. Click **More Help** for additional information.*

Course Files

○ Copy links to Course Files
○ Copy links and copies of the content
◉ Copy links and copies of the content (include entire course home folder)

8. A message indicates the course is being copied and an email will be sent once the course copy is complete.

**Success: Course copy action queued. An email will be sent when the process is complete.**

9. Repeat all steps for each course you need to course copy.