



# Copy Syllabus Content

### Copy From

Copy syllabus content *FROM another course TO this course.*



  **Concourse 101**  
CON-101  
Section 1  
Syllabus Geek

Use this option to pull content into your current syllabus from another. Remember that any items selected for copy will overwrite your current syllabus, including sub-items.

**Copy From**

### Copy To: One

Copy syllabus content *FROM this course TO another course.*





**Concourse 101**    
CON-101  
Section 1  
Syllabus Geek

Use this option to push content from this syllabus to another. Remember that any items selected for copy will overwrite the destination syllabus, including sub-items.

**Copy To One**

### Copy To: Many

Copy syllabus content *FROM this course TO many courses.*

**Concourse 101**      
CON-101  
Section 1  
Syllabus Geek

Use this option to push content from this syllabus to multiple syllabi, where allowed. Remember that any items selected for copy will overwrite all destination syllabi, including sub-items.

**Copy To Many**

## Overview

**Copy**, formerly known as "Import", allows you to copy content from one Concourse syllabus into one or many other syllabi. While the "Import" allowed you to copy information into your syllabus from another syllabus, Copy now gives you three options: **Copy From** (formerly Import), **Copy To: One**, and **Copy To: Many**.

Note: This process of copying is not the same as importing content from a Word syllabus. This is only considering copying information within the Concourse platform.

In order to copy syllabus content using the **Copy** feature, two conditions must be met:

1. You must be able to **View** the content item on the originating syllabus.
2. You must be able to **Edit** the same content item on the destination syllabus.

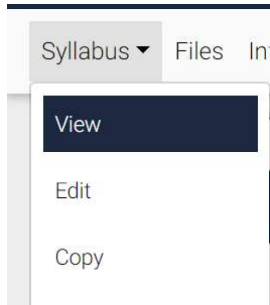
If you do not meet both of those conditions, you will be unable to copy the given item content. Additionally, you can only copy content between the same item category. For example, you can copy a "Meeting Times" item on the originating syllabus to the "Meeting Times" item on your destination syllabus, but you would not be able to copy "Meeting Times" to the "Contact Information" item.

Note about copying items: This feature overwrites any existing item content in the destination syllabus item.

You have three options when using the Copy Feature:

- Copy From (begin process in destination syllabus)
- Copy To: One (begin process in originating syllabus)
- Copy To: Many (begin process in originating syllabus)

Regardless of which option you choose, you will always find the **Copy** feature in the syllabus drop-down menu on a syllabus:



If you know which copy option you'd like to use, you can use the hyperlinks in the options above to go to the specific click-by-click instructions for each option.

## Copy From

If you plan on using **Copy From**, follow these steps:

1. Go to your destination syllabus, and select **Copy** in your Syllabus drop-down menu (reference the image above).
2. On the resulting **Copy** page, click the **Copy From** button at the bottom of the **Copy From** option.
3. In the **Criteria** box, search the course you would like to copy into your destination syllabus. The Registrations drop-down is defaulted to search **My Courses**. Therefore, if you are only searching your own courses, you can select **Search** without typing in any keywords, and all of your syllabi will populate in the **Results Box**. However, if you choose to type in keywords, click **Search**, and the syllabi fitting that criteria will populate in the **Results** box. In the **Results Box**, the course you are currently in will not have a **Copy** box as an option next to it.

Note: If you are having a difficult time finding the desired syllabus you want to pull into your destination syllabus, try using the **Advanced** options in the top-right corner to narrow your searches.

4. Once you have found the desired syllabus, click on the **Copy** button next to the syllabus title.
5. On the resulting **Select Items** page, check all of the applicable item boxes you wish to copy into your destination syllabus and click **Copy**.
6. A pop-up window will appear stating, "Copying items may overwrite existing data. Do you want to continue?" with the option to click **OK** or **Cancel**. Click **OK** to trigger the copy process.  
Important note: If you select an item for copying, and the item already exists on your destination syllabus, it will be permanently overwritten; this action is irreversible. Therefore, be extremely careful when copying items that will overwrite existing syllabus content.
7. Your destination syllabus will load with all changes you made. As a best practice, always review all changes you made.

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## Copy To: One

If you plan on using **Copy To: One**, follow these steps:

1. Go to your originating syllabus, and select **Copy** in your Syllabus drop-down menu (reference the image above).
2. On the resulting **Copy** page, click the **Copy To One** button at the bottom of the **Copy To: One** option.
3. In the **Criteria** box, search the course you would like to copy into your destination syllabus. The Registrations drop-down is defaulted to search **My Courses**. Therefore, if you are only searching your own courses, you can select **Search** without typing in any keywords, and all of your syllabi will populate in the **Results Box**. However, if you choose to type in keywords, click **Search**, and the syllabi fitting that criteria will populate in the **Results** box. In the **Results Box**, the course you are currently in will not have a **Copy** box as an option next to it.

Note: If you are having a difficult time finding the desired syllabus you want to push into your destination syllabus, try using the **Advanced** options in the top-right corner to narrow your searches.

4. Once you have found the desired syllabus, click on the **Copy** button next to the syllabus title.
5. On the resulting **Select Items** page, check all of the applicable item boxes you wish to copy into your destination syllabus and click **Copy**.
6. A pop-up window will appear stating, "Copying items may overwrite existing data. Do you want to continue?" with the options to click **OK** or **Cancel**. Click **OK** to trigger the copy process.  
Important note: If you select an item for copying, and the item already exists on your destination syllabus, it will be permanently overwritten; this action is irreversible. Therefore, be extremely careful when copying items that will overwrite existing syllabus content.
7. Your destination syllabus will load with all changes you made. As a best practice, always review all changes you made.

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## Copy To: Many

If you plan on using **Copy To: Many**, follow these steps:

1. Go to your originating syllabus, and select **Copy** in your Syllabus drop-down menu (reference the image above).
2. On the resulting **Copy** page, click the **Copy To Many** button at the bottom of the **Copy To: Many** option.
3. In the **Criteria** box, search the course you would like to copy into your destination syllabus. The Registrations drop-down is defaulted to search **My Courses**. Therefore, if you are only searching your own courses, you can select **Search** without typing in any keywords, and all of your syllabi will populate in the **Results Box**. However, if you choose to type in keywords, click **Search**, and the syllabi fitting that criteria will populate in the **Results** box. In the **Results Box**, the course you are currently in will not have a **Copy** box as an option next to it.

Note: If you are having a difficult time finding the desired syllabus you want to push into your destination syllabus, try using the **Advanced** options in the top-right corner to narrow your searches.

4. Select all of the applicable syllabi you want items copied into by clicking the checkbox next to each syllabus then click **Selected Results**. If you need to copy items into all syllabi on the search page, you can bypass manually checking each box by clicking **All Results**.
5. On the resulting **Select Items** page, check all of the applicable item boxes you wish to copy into your destination syllabus and click **Copy**.
6. A pop-up window will appear stating, “Copying items may overwrite existing data. Do you want to continue?” with the options to click **OK** or **Cancel**. Click **OK** to trigger the copy process.  
Important note: If you selected the box for copying, and the item already existed on your destination syllabus, it will be permanently overwritten; this action is irreversible. Therefore, be extremely careful when copying items that will overwrite existing syllabus content.
7. The **Items Copied** page will load telling you which items copied and how many syllabi the item successfully copied into.

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## Considerations

Regardless of which method you choose to copy your syllabus information, there are a several things to consider:

- *General*: Copying works at the category level (e.g. Contact Information, Description, etc.). The item must be visible on the source syllabus and editable on the destination syllabus to complete the action. Only item categories that meet this criteria will be listed in the copy panel.
  - **Caution**: If an item category already exists on the destination syllabus, the entire item (including its children) will be replaced and cannot be undone. Therefore be extremely careful when copying items that will overwrite existing syllabus content.
- *Permissions*: If the item selected for copy already exists on the destination syllabus, its permissions will match that of the existing item. If the item is new to the destination syllabus, it will inherit the permissions of the main syllabus item.
- *Templates*: Items can be copied from templates, but they will not be linked, simply copied.
- *Files*: Files are not copied during the copy process.