

## KODIAK QUICK GUIDE – Copy a Course

You can copy all or some course components to another Kodiak course using the Import/Export/Copy Components tool. Copying course components enables you to reuse your materials from a previous term. Also, if you are teaching two sections of the same course at the same time, you can build one Kodiak course site first and copy your materials to the other section. To copy course materials from one course to another, you must be listed as an instructor in both courses. If you are not the instructor in both courses, course files can be exported to a .zip file and then imported.

### How to Access Course Copy

Click **Course Admin** in the course navigation bar, and click **Import/Export/Copy Components** in the “Tools” section.

### In This Guide

- Copying your Course Components
- Notes about Copying between Courses
- Exporting Course Components to a File
- Importing Course Components from a File

### Copying your Course Components

You must be an instructor in both courses to copy directly from one course to another. You can opt to copy an entire course, or you can copy a selection of components or items from one course to another.

### Copy an Entire Course

1. Go to the course you want to copy course components *into*. You must start in the destination course.
2. On the right side of your navbar, click **Course Admin**.
3. Click **Import/Export/Copy Components** (Figure 1).
4. Select **Copy Components from Another Org Unit** (Figure 2).
5. Click **Search for offering**. The “Select Course Offering” window will open.
6. Select the course you want to copy components from on the list of available courses.
7. Click **Add Selected** at the bottom of the window. The window will close, and the course’s name will appear next to “Course to copy”.



Figure 1



Figure 2

8. Click **Copy All Components** at the bottom of the page. The course copy will begin processing. When the process is complete, a green check mark will appear.

### Copy Parts of Your Course

1. Go to the course you want to copy course components *into*. You must start in the destination course.
2. On the right side of your navbar, click **Course Admin**.
3. Click **Import/Export/Copy Components** (Figure 1).
4. Select **Copy Components from Another Org Unit** (Figure 2).
5. Click **Search for offering**. The “Select Course Offering” window will open.
6. Select the course you want to copy components from on the list of available courses.
7. Click **Add Selected** at the bottom of the window. The window will close, and the course’s name will appear next to “Course to copy”.
8. Click **Select Components**. A list of components available to copy will appear (Figure 3). Select the components you want to copy.

- If you want to select all of the items within a component, select **Copy all items**, and click **Continue**. A confirmation page will display the items you selected.

**Note:** If you are copying components from Content, make sure that you have selected the Course Files within the component, or students will receive an error message when they try to access any files you have uploaded.

- If you want to select some of the items within the component, select **Select individual items to copy**, and click **Continue**. A list of all items within the course will appear. Select the individual components and the items within them that you want to copy, and click **Continue**. A confirmation page will display the items you selected.

**Note:** After your components/items are copied, the “Copy Summary” page will be displayed. When a component has been successfully copied, a green check mark appears beside it. If any component fails to copy properly, a red “X” will appear beside it.

9. Click **Finish**. A summary of the components you copied will be displayed.
10. Click **View Content** when you are done copying course components. You will be taken to the course’s Content area.

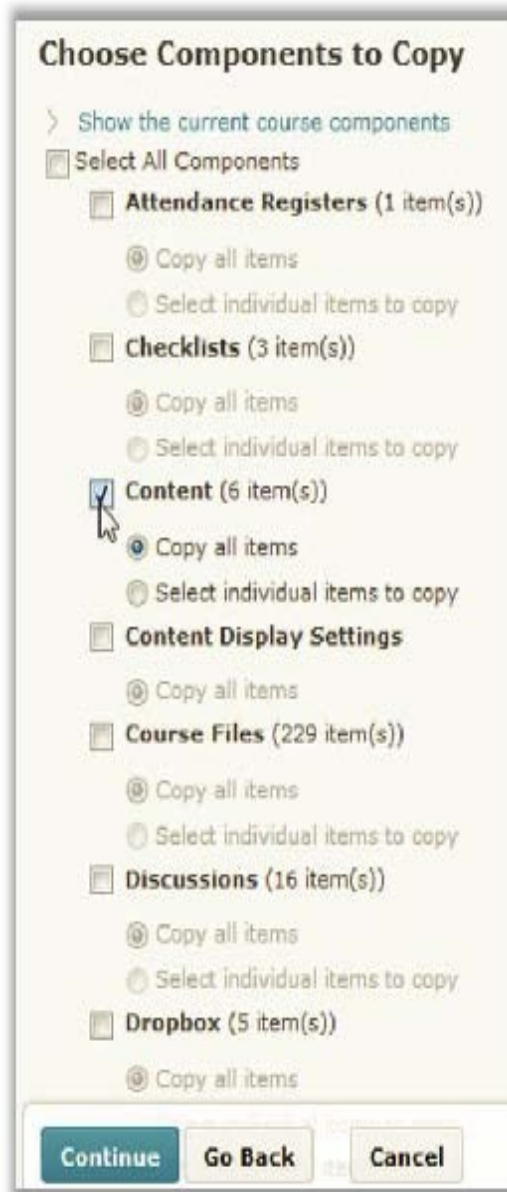


Figure 3

## Notes about Copying Between Courses

### Overwriting and Duplicating Items

In general, course components already in the destination course will not be affected by copying course components. The only course component that can be overwritten is Course Files. A Course File is overwritten if one of the files being copied has the same name as an existing file.

If you are copying components from the same source multiple times, be careful not to copy the same items more than once or you will create duplicates.

### Student Data

Student data is not copied from one course to another; only the course structures are copied. For example, if you copy a Discussion topic, only the prompt and discussion settings are copied, not the individual student posts.

### Links and Associations between Components

If you are copying linked or associated components, you must copy all of the related components at the same time. For example, if a Discussion Topic has release conditions based on the results of a Quiz, you must copy all three components (Discussions, Quizzes, and Release Conditions) at the same time. As long as the associated components are copied together, links between them are retained.

### Issues Copying Specific Components

See the information in Figure 4 for details about copying specific types of components between courses in Kodiak.

### Exporting Course Components to a File

You can export components from your course to a zipped file. You can use this feature to share content from your course with other instructors or to save a backup copy of your course.

1. Go to the course you want to export course components *from*.
2. Click **Course Admin** on your course navigation bar.
3. Click **Import/Export/Copy Components** (Figure 1).
4. Select **Export Components**. Make sure **Include course files in the export package** is selected.
5. Click **Start** (Figure 5).
6. Select the components you want to export:
  - To export select components, click the checkboxes next to the ones you want to export.

**Content:** Be sure to copy all of the Course Files used by the Content topics, or the topic will not display to students

**Due Dates:** Due dates for items are not changed when you copy them. You must use the Manage Dates tool to offset the dates or manually update them in each tool.

**Grades:** Calculated grade items are not copied.

**Groups and Sections:** Auto-enrollments are not run in the new course. You must enroll users yourself or re-create the groups.

**Release Conditions:** The only release conditions that are copied are those that are attached to and reference other components that are copied at the same time. Choosing Release Conditions without selecting any other component does nothing.

Figure 4



Figure 5

- To export all components, click **Select All Components** (Figure 6).
7. Select items you want to export:
    - If you want to export all items within a component, select **Export all items**.
    - If you want to export only certain items from a component, select **Select individual items to export**. This allows you to select individual Quizzes, Discussion forums, Content topics, etc.
  8. Click **Continue**. If you chose “Select individual items to export” for any components, go to the next step; if you chose “Export all items,” skip to step 10.
  9. Select which items from that component to copy.
    - Click the + plus signs next to each component to view all of the items included in that component.
    - Select the checkbox next to each item you’d like to export.
    - Click **Continue**.
  10. Confirm that the correct materials are listed on the “Confirm Components to Export” page, which will open when you are done selecting components and items.

**Note:** Make sure that **Include course files in the export package** is selected, or students will receive an error message when they try to access any files you have uploaded from the export.

11. Click **Continue** when you are ready to begin the export. The “Export Summary” will be displayed. When a component has been successfully exported, a green check mark appears beside it. If any component fails to copy properly, a red “X” will appear beside it.
12. Click **Finish**. The “Export Summary” page will open; a link to the export file will be displayed.
13. Click **Click here to download the export Zip package** (Figure 7). Choose a location on your computer to save the file and save it.

**Note:** You must download this zip file now or it will be lost. The file is not stored in Kodiak for later download.



Figure 6

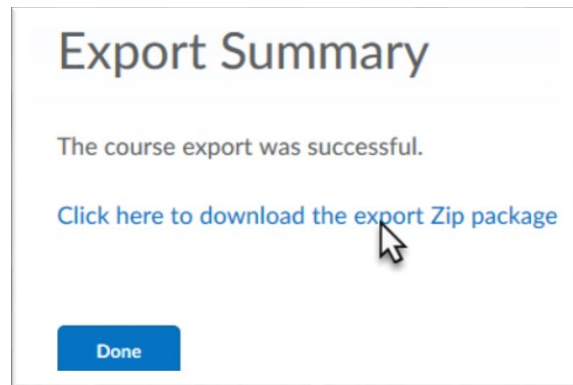


Figure 7

## Importing Course Components from a File

You can import components that have been created by other instructors, provided by content vendors, or created in a content-creation program, like Respondus. To import components, you must have a file containing the components in a format supported by Kodiak

1. Go to the course you want to import course components into.
2. Click **Course Admin** on your course navigation bar.
3. Click **Import/Export/Copy Components** in the “Tools” section (Figure 1).
4. Select **Import Components**.
5. Click **Start**. The “Import Course Package” page will appear. Click **Upload** to select the file to upload, and Kodiak will attempt to read the file. This may take some time depending on the size of the import.
7. Click **Continue** when the green check appears (Figure 9).
8. Specify the import settings you want to use in the “Import Options” section at the top of the page.

- If you want to import Course Files into a sub-folder, enter a sub-folder name in the “Import file to” field. If you leave this field blank, imported files are saved in the root directory in the “Manage Files” area.
- Specify whether a Course File from the import file should overwrite an existing file if they have the same filename.
- To import metadata, select the “Import metadata” checkbox.

9. Select the components you want to import:
  - Select **Select All Components** to import everything.
  - Select **Select individual items to import** to copy only certain items from a component (Figure 10). This allows you to select individual Quizzes, Discussion forums, Content topics, etc.
10. When you are finished selecting components, click **Continue**. If you chose “Select All Components,” skip to step 12; if you chose “Select individual items to import,” go to the next step.



Figure 9



Figure 10

11. Select the items from the components that you selected that you want to include in your import:

- Click the + plus signs next to each component to expand it and see all of the items included in that component.
- Select the checkbox next to each item you'd like to import into the course.
- Click **Continue**.

12. Confirm that the correct materials to be imported are listed on the “Confirm Import Selections” page.

13. Click **Continue**. When a component has been successfully imported, a green check mark will appear beside it. If any part of the import process fails, a red “X” will appear beside it (Figure 11).

14. Click **Continue** when the import process is finished to see a confirmation screen that contains any notes or warnings. For example, if you import a Content topic that is not associated with a module, a module is created for it, and this action is listed on the final summary screen.

**Note:** If components with the same names exist in both the components you are importing and the course into which you are importing them, you will have multiple course components with the same name



Figure 11

15. Click **View Content** when you are done importing course components. You will be taken to the course's Content area.